



## MINUTES

### SELECT BOARD

01/19/2021

Present: Select Board Member, Bernard Greene, Select Board Member, Nancy S. Heller, Select Board Member, Raul Fernandez, Select Board Member John VanScoyoc

5:00 pm recorded meeting via the Zoom virtual meeting platform

#### OPEN SESSION

Question of entering into Executive Session for the reasons stated in items 2 and 3.

Chair Greene declared that the Select Board shall enter into executive session for the purpose of considering the purchase, exchange, lease or value of the real property of 15 Newton Street, because an open meeting may have a detrimental effect on the negotiating position of the public body. And, to review/approve executive session minutes. The board will reconvene in open session.

On motion it was,

Voted to enter into executive session.

Aye: Bernard Greene, Nancy Heller, Heather Hamilton, Raul Fernandez, John VanScoyoc

#### EXECUTIVE SESSION - REAL PROPERTY

For the purpose of considering the lease of the real property located at 15 Newton Street (Larz Anderson Auto Museum), if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

#### EXECUTIVE SESSION - EXECUTIVE SESSION MINUTES

For the purpose of approving Executive Session minutes from January 12, 2021.

#### ANNOUNCEMENTS/UPDATES

Select Board to announce recent and/or upcoming Events of Community Interest and COVID-19 update.

Bernard Greene: It is almost over, Inauguration Day is tomorrow

The MLK event was held virtually and is available to watch on the Town's MLK webpage; it was a good program.

Vice Chair Hamilton: TBB Scholarships, Inc. is dedicated to providing college or vocational school scholarships to young women who are residents of Brookline, Newton, or Wellesley, Massachusetts.

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Please take a look into this important program.

John VanScoyoc: the survival of restaurants will hinge on their ability to make it through. They are surviving on takeout orders, in person with no delivery services which cost them significantly.

#### COVID UPDATE

Dr. Jett, Director of Health and Human Services, gave a brief review of the current case numbers related to Covid. There is a rise that was inevitable. After the recent holidays there has been a significant increase in cases mostly contributed to travel. The fastest growing age groups are 10-19 and 20-30. He gave a review on recent cases in schools, both public and private. (information is on the Town's website)

Dr. Mayer commended Dr. Jett who is working tirelessly to control the virus and keep community spread low by providing communication and education. We need to hold on for a couple of months so our cases can stay low. There will be a program coming up on February 7th to talk about the vaccine. Dr. Jett added that more people are wearing mask in Brookline, which is a saving grace. He spoke on protocols when an employee of a business has tested positive.

Vaccine roll out: Dr. Jett is hoping that in next two weeks there will be more data and more vaccine available and he hopes to get them dispersed quickly. He spoke briefly on school sports, and he has asked the schools to shift the sports season to February; he does not want kids to miss a season, and does not them to be sick for a season. He also added that anytime people are eating inside for thirty minutes, the virus will spread. Also, the longer we are in a pandemic the least likely people will follow protocol; this will be a difficult challenge.

The board acknowledged Dr. Jett's efforts and that Brookline is doing better in keeping case numbers lower than most communities.

Town Administrator Kleckner added it is not clear when the vaccine will be available to the general public; we will keep the Town's webpage updated.

#### PUBLIC COMMENT

1. Sheri Simmons spoke on the prohibition on school sports. There is no data that suggest outside sports are at a greater risk. She asked why gyms and indoor dining are allowed yet kids cannot play outside soccer, and they need this level of activity at this time.
2. Detective Michael Keaveney, representing the Brookline Police Union, spoke on Board member Fernandez's comments last week. He noted that last week's bias rhetoric displayed a disgraceful kind of hatred because one has a different opinion than your own. We serve this town with respect and dignity. He reviewed the department's commitment to the community, and added if these remarks were directed towards any other group, people would stand up and condemn the comments. The union feels that Board member Fernandez has been against them and is only concerned with serving his personal agenda, and never shown support for the department. Any government official that incites violence in this day in age is dangerous. There is no double standard in citing violence and we implore the Select Board members to do the right thing and condemn the comments made by Mr. Fernandez.
3. Casey Hatchett, TMM#12, Brookline Police officer and member of the Police Reform Task Force, spoke as an individual on the assault launched on the Police Department by Board

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member Fernandez on something that had nothing to do with the department, calling us clear and present danger to our community. For 22 years I have served my community with fairness and integrity, I did not vote for Trump; however 3,000 neighbors did, including Town Meeting Members, local officials, doctors, lawyers all that are clearly entitled to do so. Not a single member of the Brookline Police force showed up at the Capital rally. That one story was chosen to betray all of us as racist; this has to stop, we had nothing to do with it. Board member Fernandez could have chosen to celebrate us for what we have done over the years and how we evaluated our work; instead he is leading the effort to tear down the department. It is time for the Select board to stand up and support dept.

4. Jenny Dogget, spoke on the vaccine roll out and how the Town's website is complicated to decipher through and the information is not clear. She hopes there will be weekly update on the Covid crisis moving forward.
5. Donelle O'Neal, TMM#4 thanked the Town Administrator for holding the budget forum last week. There was a lot of information that many needed to hear. After hearing the police officers, there are two police committees, are there any plans on holding a public forum for with the police and the public so we can all speak.
6. Deborah Brown: Last week's finance forum was a great presentation. The Brookline Improvement Coalition is in the process of developing a Strategic Plan to address affordable housing. This will only work if we all work together. Raul does not hate anyone, he is a kind person, and the solution is not to push back with more acrimony.
7. Ryan Black added that the police comments are in bad faith. Raul comments were based on the capital event. Anytime someone lightly criticizes the police they push back, they took the comments out of context and used it for opportunity.
8. Bob Lepson, TMM#9 spoke in support of Board member Fernandez, a person without a hateful bone in his body and supports the town he loves.

Board member Fernandez said that he needs to respond to this PR by the Police Union as we continue to ensure public safety and that we have the best model to do that, we have done our research survey which revealed strong support for limited duties and greater transparency in the police department. All our meetings are recorded, and please review how many times I have mentioned defunding the police; I have not. My comments from last week are available in the minutes and on the meeting video. Yes, I am concerned with anyone supporting this president after the events at the Capital. If you still support him there is a problem with you especially if you have a badge and a gun. My words were thoughtful and measured, to twist my words in this way is the lowest of low. I am glad to have a conversation on these comments. We are not proposing anything related to the department that is not well supported by the community.

#### MISCELLANEOUS

Question of approving the meeting minutes from January 12, 2021.

On motion it was,

Voted to approve the meeting minutes from January 12, 2021 as amended.

Aye: Bernard Greene, Nancy Heller, Heather Hamilton, Raul Fernandez, John VanScoyoc

### 3.A.

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AUTHORIZATION TO HIRE

Question of approving the authorization to hire for the position of Community Planner (GN-11) in the Planning Department.

On motion it was,

Voted to approve the authorization to hire for the position of Community Planner (GN-11) in the Planning Department.

Aye: Bernard Greene, Nancy Heller, Heather Hamilton, Raul Fernandez, John VanScoyoc

#### ALTERNATE MANAGERS

Question of approving the applications for Alternate Managers Shaka Ramsay and Joseph Daddario for NETA at 160 Washington Street Brookline, MA.

On motion it was,

Voted to approve the applications for Alternate Managers Shaka Ramsay and Joseph Daddario for NETA at 160 Washington Street Brookline, MA.

Aye: Bernard Greene, Nancy Heller, Heather Hamilton, Raul Fernandez, John VanScoyoc

#### CALENDAR

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

##### Commission for Diversity, Inclusion, and Community Relations

Jonathan Lau  
Ihssane Leckey

##### Conservation Commission

Pamela Harvey

Jonathan Lau is a business owner and resident for over 35 years. He would like to see those of Asian descent become more involved in the town. There are a lot of Asian families choosing Brookline as their community. He would like to see the Chinese New Year events celebrated by all Asian descent and expanded to other locations across the town, not just limited to the Coolidge Corner library.

Ihssane Leckey is engaged in town around issues of diversity and inclusion in the school system. She would like to work on supporting immigration, and housing and address discrimination in housing. Ms. Leckey spoke on English as a second language and how those with means are able to provide private lessons while lower income households struggle. Ms. Leckey ran for congress and connected with communities across the district especially with those underrepresented, and spoke during her campaign on how Brookline is struggling with racism and how some have been treated unfairly by police. There are good hearts here fighting for all of us.



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Pamela Harvey is applying for reappointment. She has served for a couple of terms and is an environmental lawyer. Ms. Harvey serves on the Massachusetts Association of Conservation., and is interested in preserving wetlands. Wetlands are important and provide important public functions, providing flood control and protecting water quality and ground water quality. She worked on the Open Space Plan and Article 97 implications.

#### NEW COMMON VICTUALLER/ENTERTAINMENT LICENSE

Question of approving the application of a new Common Victualler license for Bozan Yang d/b/a OneZo/ZZDessert at 1376a Beacon Street. Hours of operation will be Monday –Sunday 11:00 am to 10:00 pm. Seating will consist of 12 seats.

Question of approving the application of a new Entertainment license for Bozan Yang d/b/a OneZo/ZZDessert at 1376a Beacon Street. Entertainment will consist of radio and televisions Monday –Sunday 11:00 am to 10:00 pm.

Applicant Bozan Yang reviewed the proposed establishment that will sell teas with various cake toppings. He reviewed their Covid related safety precautions. At this time there will be only two tables available.

On motion it was,

Voted to approve the application of a new Common Victualler license for Bozan Yang d/b/a OneZo/ZZDessert at 1376a Beacon Street. Hours of operation will be Monday –Sunday 11:00 am to 10:00 pm. Seating will consist of 12 seats.

Voted to approve the application of a new Entertainment license for Bozan Yang d/b/a OneZo/ZZDessert at 1376a Beacon Street. Entertainment will consist of radio and televisions Monday –Sunday 11:00 am to 10:00 pm.

Aye: Bernard Greene, Nancy Heller, Heather Hamilton, Raul Fernandez, John VanScoyoc

#### INNHOLDER LICENSE PUBLIC HEARING

Question of approving the application for Claremont Brookline Suites, LLC. D/B/A Homewood Suites for an Innholder License at 111 Boylston Street Brookline, Massachusetts. The Innholder Application seeks approval for the operation of a 134 room hotel.

Chair Green noted that this is a record keeping item.

Brian Hughes, representing the hotel said that the hotel opened in 2016 and has been running successfully ever since. Apparently through the liquor license renewal process it was discovered that the Innholder license was never applied for; an oversight. They immediately filed the appropriate paperwork.

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Rick Roberto, Manager, gave a brief review of their operations. Their occupancy rate is down; however they are making it through due to their relationship to the hospitals. At the onset of Covid they had to lay off 65% of the staff; they are now at 65%. Vice Chair Hamilton thanked them for allowing NETA to use their parking garage. Mr. Roberto responded that others have sought that use; however NETA worked out because it is only during the day. Board member VanScoyoc asked if they would contribute the Boylston St. Corridor committee group. Mr. Roberto replied yes they would.

Public hearing: no speakers.

On motion it was,

Voted to approve the application for Claremont Brookline Suites, LLC. D/B/A Homewood Suites for an Innholder License at 111 Boylston Street Brookline, Massachusetts. The Innholder Application seeks approval for the operation of a 134 room hotel.

Aye: Bernard Greene, Nancy Heller, Heather Hamilton, Raul Fernandez, John VanScoyoc

#### 83 LONGWOOD 40B SITE APPROVAL PUBLIC HEARING

Presentation and review of the application for site approval that was submitted by 83 LONGWOOD AVE, LLC to MassHousing in accordance with M.G.L c.40B to construct a residential building at 83 Longwood Avenue. The Board will hear a preliminary project presentation from 83 LONGWOOD AVE, LLC followed by public comment on the matter.

Attorney Jennifer Gilbert introduced the team.

Property owner Danny Danesh gave a brief overview of their family business and other developments of theirs in town, which includes 45 Marion Street and 455 Harvard Street. 83 Longwood Avenue is a large parcel that is zoned as an M-2.0., in a dense district of town. The Danesh company owns the properties both to the left and right of this site. Across the street is a ten story building at 90 Longwood, a Brookline Housing Authority property. This site at 83 Longwood is currently underutilized as a small property on a large parcel.

Architect Peter Bartash gave a slide presentation of the proposed development at 83 Longwood Avenue. Overview:

- Convenient to public transit
- 64 units with 13 affordable at 50% AMI - 1, 2 and 3 bedrooms
- Affordable rents: 1 bedroom \$975 2 bedroom \$1,100 3 bedroom \$1400 (approximate)
- Market rate rents 1 bd \$2,200 2 bds \$3,000, 3 bds \$4,000 depend on floor and size.(approximate)
- 98 parking spaces with space for bikes
- Brick material
- Oversized windows
- Bring down visual mass and scale so it feels like it transitions to a lower scale along the avenue.
- 99 ft with 7 total floors.
- Three levels of parking.
- 5 foot setback side line 5 foot setback in the front.

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Select Board member Heller said there are many deficiencies with this proposal. You are demolishing a lovely old Victorian house and replacing it with a big box that is grossly oversized. Just because something appears to be underutilized doesn't mean you have to develop every square inch of the parcel leaving no open or green space which is very valuable to the community.

Chair Greene agreed there is little green space leaving a heat island.

Board member VanScoyoc agreed with Ms. Heller. He does not agree with the justification that this proposal fits because there are buildings in the immediate vicinity as high as or higher than this proposal. The opposite argument could apply; there are already a dozen large buildings in this area and what we may need is some occasional relief for this area.

Alison Steinfeld, Director of Planning reviewed that the town is at 9.9% at Subsidized Housing Inventory (SHI), 26 units shy of the 10% mark. She reviewed the process for the comprehensive permit and if approved the applicant will get all the benefits of the 40b. The Zoning Board of Appeals would have a difficult time rejecting the proposal unless there are onerous conditions on it. Also, any project will put us over the 10% in this situation this won't get a permit for at least 8 months.

Board member Fernandez asked about the proposed 98 parking spaces; is this appropriate for a 64 unit building?

Mr. Danesh responded that they expect that there be at least one or more vehicles per unit. There is a real demand for parking in the area. The parking rates are not included in the rents. This will be discussed before the ZBA once they get there.

Vice Chair Hamilton noted that she lives next door and rents a parking space at this site; there is an above average need for parking in this neighborhood because many of the older buildings do not have parking attached. With a pent up demand for housing we have to weigh how housing is used.

Public hearing:

1. Jonathan Klein, TMM#10 and neighbor said he is delighted to see an underutilized lot with a house that is out of place be replaced with something more appropriate for this neighborhood. There is a need for housing and he supports the 50% median income levels for the affordable units. He is concerned with the amount of parking spaces; it seems like a lot.
2. Amanda Zimmerman stated that the 10% threshold is a low floor to aim for and we should make efforts to keep us well above the 10%. She is pleased to see the AMI at 50%, and glad to see three bedrooms included in the affordable units.
3. Lisa Cunningham spoke about fossil fuel free aspects, and asked how the applicant will comply with the Brookline mandate. The town passed a home rule to ask state legislature to give us powers to implement that. Attorney Gilbert responded that they are not making any commitment on that tonight. This team makes every effort to abide by the bylaw even though it has not been approved by the Attorney General.
4. Michael Zoorob is a neighbor and spoke on hundreds that apply for affordable housing. He supports the proposal and the affordability. If we can't fit it here, where can we fit more units? If this was built to zoning, there would be more parking on site.

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5. Deborah Brown, TMM#1 spoke in support of this development and a fossil free fuel building. This is an opportunity to step outside the comfort zone and review who would benefit here; this is a great opportunity for our workforce to live here.
6. Marcia Lapson, an abutter behind the parcel spoke on the proposed setbacks and the height that would tower over her home. She thinks the development should be more sensible. She also spoke on traffic which is already an issue in the area especially for those heading into the hospital area.
7. Richard Jones added that the building is too big for this site. Those that are that big have substantial setbacks. Are we going to allow high rises for very opportunity or maintain them to scale. He does not want to become the seaport district with a block sitting right on the sidewalk.
8. Joseph Upham noted that some say we need green space or affordable housing, an either or. This could be esthetically expectable while fulfilling our housing needs without being a giant block. Their other projects on Marion and Harvard Streets are different situations and streetscapes.
9. Mrs. Upham added it is interesting that there is no evidence on the impact to actual properties behind the proposed site on Sterns and Lawrence Roads. This neighborhood has issues with water runoffs from those properties, and now you are putting a giant box on top of it, with no setbacks. Also why are they zoned to do this while others can't in efforts to alter their own property?

Ms. Steinfeld responded that the ZBA will consider the water runoff.  
Chair Greene closed the hearing.

Board member VanScoyoc spoke on the tradeoffs related to 40b developments. He feels communities do not get enough affordable units considering the tradeoffs they have to allow. A bland and generic structure is not in character with what many identify with Brookline. Due to the flawed chapter 40b we don't get enough in return for what we give up; control of design, massing, height, setbacks that we are forced to give up to receive a minimal amount of affordable housing. We should ask the legislature to give communities more say.

Board member Fernandez noted that the reason people are taking about the 10% is because they don't want smarter development, they want none at all, and we have to understand that too. This is why 40b, anti-snob exists. We want greenspace and everything you can to make a fossil fuel free building. As the project moves forward he hopes they can find a way to incorporate that. We need partners to work with us.

Ms. Steinfeld reviewed the next steps. After the comment letter, the State will consider it and will provide an eligibility letter for a comprehensive permit. It is then on to the ZBA. We are limited under 40b which allows applicants to be exempt from local zoning. Staff can try to make improvements to the project. If we place too many restrictions they can dispute that.

Board member Heller asked to incorporate the water issues with the abutters into the letter.

Please submit written comments to the Planning department.

#### QUESTIONS FOR THE MAY 2021 ANNUAL TOWN ELECTION BALLOT

Question of requesting the Town Clerk to place the following questions on the May 2021 Annual Town Election Ballot pursuant to the action taken at the November 2020 Special Town Meeting:

1. Shall this town accept sections 3 to 7, inclusive of chapter 44B of the General Laws, as

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approved by its legislative body, a summary of which appears below?

2. Shall the town vote to have its elected Town Clerk become an appointed Town Clerk of the town?

Yes \_\_\_\_ No \_\_\_\_

Chair Greene reviewed that item 1 is related to the Community Preservation Act and item 2 is related to the Town Clerk position.

On motion it was,

Voted to request the Town Clerk to place the following questions on the May 2021 Annual Town Election Ballot pursuant to the action taken at the November 2020 Special Town Meeting:

1. Shall this town accept sections 3 to 7, inclusive of chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?

Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act ("Act"), establishes a dedicated funding source to enable cities and towns to (1) acquire open space, including land for park and recreational uses, wetlands, farm land, forests, marshes, scenic areas, wildlife preserves and other conservation areas, (2) acquire and restore historic buildings and sites, and (3) create affordable housing.

If approved, the funding source for eligible community preservation purposes will be a surcharge of 1% on the annual property tax assessed on real property in the Town of Brookline commencing in fiscal year 2022 and annual distributions made by the state from a trust fund created by the Act. Property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the Town of Brookline, as defined in Section 2 of the Act, will be exempt from the surcharge.

A Community Preservation Committee will be established by by-law to study community preservation resources, possibilities and needs, and to make annual recommendations to town meeting on spending the funds. At least 10% of the funds for each fiscal year will be spent or reserved for later spending on each of the Act's three community preservation purposes: (1) open space, (2) historic resources and (3) affordable housing.

2. Shall the town vote to have its elected Town Clerk become an appointed Town Clerk of the town?

Yes \_\_\_\_ No \_\_\_\_

Aye: Bernard Greene, Nancy Heller, Heather Hamilton, Raul Fernandez, John VanScoyoc

#### HOME RULE PETITIONS PURSUANT TO STM ACTIONS

Question of petitioning the General Court to enact the following legislation in accordance with the action taken at the November 2020 Special Town Meeting:

An Act Authorizing the Town of Brookline to Establish a Means-Tested Senior Citizen Property Tax Exemption

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An Act Authorizing the Town of Brookline to Adopt and Enforce Local Regulations Restricting New Fossil Fuel Infrastructure in Certain Construction

On motion it was,

Voted to petition the General Court to enact the following legislation in accordance with the action taken at the November 2020 Special Town Meeting:

1. An Act Authorizing the Town of Brookline to Establish a Means-Tested Senior Citizen Property Tax Exemption
2. An Act Authorizing the Town of Brookline to Adopt and Enforce Local Regulations Restricting New Fossil Fuel Infrastructure in Certain Construction.

Aye: Bernard Greene, Nancy Heller, Heather Hamilton, Raul Fernandez, John VanScoyoc

#### BOARDS AND COMMISSIONS - APPOINTMENTS

The following candidates for appointment/reappointment to Boards and Commissions:

#### Commission for Diversity, Inclusion, and Community Relations

On motion it was,

Voted to appoint Bishnu Tamang to the Commission for Diversity, Inclusion, and Community Relations for a term ending August 31, 2023 or until a successor can be appointed.

There being no further business, the Chair ended the meeting at 9:38 p.m.

ATTEST



**TOWN OF BROOKLINE  
DEPARTMENT OF PUBLIC HEALTH**

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**11 Pierce Street, Brookline, Massachusetts, 02445**  
**Telephone: (617) 730-2300 Facsimile: (617) 730-2296**  
**Website: [www.brooklinema.gov](http://www.brooklinema.gov)**

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**Dr. Swannie Jett, DrPH, MSc**  
***Director of Public Health***  
***& Human Services***

January 13, 2021

Memo: Approval for hiring a Public Health Specialist

To: Brookline Select Board

Attn: Bernard Greene, Chair of the Brookline Select Board

Chair Greene,

Brookline Public Health and Human Services seeks the authorization of the Select Board to employ a new Public Health Specialist with the assistance of the Office of Human Resources. The Office seeks to fill the position following the resignation of former Health Specialist, Matthew Charette.

The Public Health Specialist works in the Environmental Division to ensure the safety and wellbeing of Brookline residents. Duties include, but are not limited to, conducting health inspections and enforcing town by-laws. This position is also essential in assisting the department with our ongoing COVID-19 response efforts.

Thank you for considering this request.

Sincerely,

Dr. Swannie Jett, DrPH, MSc  
Director of Health and Human Services



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE**: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Department: \_\_\_\_\_ Division: \_\_\_\_\_

3. Position Control #: \_\_\_\_\_ Prior Incumbent: \_\_\_\_\_

a. Reason for Leaving: \_\_\_\_\_

4. Budgetary Information:

Department Code: \_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☐ Full-Time: # of hours/week: \_\_\_\_\_ ☐ Part-Time: # of hours/week: \_\_\_\_\_

☐ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. \_\_\_\_\_

–

2. \_\_\_\_\_

–

3. \_\_\_\_\_

–

9. I have considered the following alternatives to filling this position:

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10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

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Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

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12. Please attach the current position description.

13. Signatures:

Department Head Signature: _____	Date: _____
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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15. Notes:



3.C.



**TOWN of BROOKLINE**  
*Massachusetts*

**BUILDING DEPARTMENT**

Daniel Bennett  
Building Commissioner

**TO:** Selectboard/ School Committee

**FROM:** Ray Masak, PE Project Manager

**SUBJECT:** Brookline High School- Amendment 19  
Design Services (FY 19)

**DATE:** January 13, 2021

On the Calendar this week, the Building Department is requesting the approval of an amendment for designer services for the subject project in the total amount of \$17,888.

The appropriation for this contract was approved by Town Meeting as part of the overall CIP for FY19. This amendment is for additional services involving geotechnical services, involving a construction issue with the MBTA Station. Refer to the Hill memo dated January 7, 2021 and the Rawn memo dated January 7, 2021 for further explanation of services.

The Building Department will be available on Tuesday evening to answer any questions. Thank you for your consideration.

TOWN OF BROOKLINE  
333 Washington Street, Brookline, Massachusetts 02445

## PURCHASE ORDER CHANGE FORM

INVOICE DATE: 11-Jan-21

TO:	William Rawn Associates, Architects, Inc 10 Post Office Square, Suite 1010 Boston MA 02109
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Purchase Order Number
21803108

Vendor Number
53540

PAYMENT AMOUNT
\$17,888.00

BUDGET 14,838,648.00  
BALANCE 9,747,823.22

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		524003

FOR: Brookline High School Expansion

Amendment	Date		AMOUNT
19	1/7/2021	Amendment - Design and Engineering services for assisting the construction manager with designing a low cost solution for (6) helical piles that did not achieve proper design depth due to unforeseen obstructions on the outbound platform below the overbuild.	\$17,888.00

## BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

## SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman

Nancy S. Heller

Heather Hamilton

Raul Fernandez

John VanScoyoc

## SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Normen, Assistant Superintendent For Administration and Finance

**HILL**  
**Hill International**

**Hill International, Inc.**  
75 Second Avenue, Suite 300  
Needham, MA 02494  
Tel: 617-778-0900  
Fax: 617-778-0999  
[www.hillintl.com](http://www.hillintl.com)

January 7, 2021

Mr. Ray Masak, P.E.  
Project Manager  
Town of Brookline Building Department  
333 Washington Street  
Brookline, MA 02445

Re: William Rawn Associates Amendment 19 – AECOM design-assistance due to obstructions

Dear Mr. Masak:

We have received and reviewed WRA's Amendment Request #19 for requested additional design services to assist in evaluating options for cost-effective engineered solutions proposed by Skanska Civil subsequent to the platform helical pile obstructions that were encountered underneath the Tappan Building back in June 2020. As a result of the collaborative approach between Design Team and Contractors, Skanska Civil was able to complete the remedial work during Weekend #7 MBTA diversion just before Thanksgiving, 2020.

As discussed for this Amendment, the Design Team have omitted their fee mark-ups. Hill recommends approval of the \$17,888 Amendment #19.

Very truly yours,



Andy Felix  
Project Director

## WILLIAM RAWN ASSOCIATES | Architects, Inc.

10 Post Office Sq.  
Suite 1010  
Boston, MA 02109  
t. 617.423.3470  
www.rawnarch.com

Ray Masak  
Project Manager  
Town of Brookline Building Department  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

January 7, 2021

Project Name: Brookline High School Expansion Project

Re: Contract Amendment ~~#20~~ 19

CC: Andy Felix, Sam Lasky, Roger Gagnier

*Additional Service Proposal for:*

- *Design and Engineering services for assisting the Construction Manager with designing a low cost solution for (6) helical piles that did not achieve proper design depth due to unforeseen obstructions on the outbound platform below the overbuild.*

Dear Ray,

Per our discussion prior to the holidays attached is a proposal from AECOM which excludes AECOM and WRA markups. AECOM's team of engineers was proactive in assisting Skanska Civil and GZA to find a cost effective solution to the roughly 30'x15' area under the overbuild where 6 helical piles were driven about 20' short of their target depth of 40' due to unforeseen obstructions. Originally, projected at \$32,700, the solution the design team worked out reduced the cost of new piles to approximately \$17,000. Several meetings and discussions were held between the design and construction teams to achieve the final design. Please see AECOM's proposal for additional information.

**CA #20 Fee Summary:**

AECOM:

\$17,888

William Rawn Associates 10% Admin:

N/A

**Total:**

**\$17,888** ✓

Regards,



Andy Jonic, AIA  
Senior Associate  
William Rawn Associates, Architects Inc.

*Attachments: AECOM proposal*





One Federal Street, Suite 800, Boston, MA 02110

Project Name:	Brookline Hills Station
AECOM Project Number:	60580112
Subject:	Contract Change Order No. 4

Mr. Andrew Jonic, AIA, LEED AP BD+C  
 Senior Associate  
 William Rawn Associates Inc.  
 10 Post Office Square Suite 1010  
 Boston, MA 02109

December 21, 2020

The following provides AECOM's outline to Change Order No. 4 for supplemental services after the conclusion of the Final Design phase and during construction. These services were a direct result of unforeseen conditions that prohibited Skanska's from constructing the platform Helical Piles to the required depth. The project is scheduled to be substantially complete in in June of 2021.

1. On July 21, 2020 Skanka issued submittal 02350-004 - Helical Pile Report. When AECOM reviewed the report, it was clear that 6 piles were constructed not conforming to the contract requirements.  
 As a result, AECOM was asked to meet and work with Skanska to help them correct the construction problem. AECOM at the time pointed out in an email this is added scope and would track the effort.

AECOM over the three-month time period between the time the issue was uncovered until resolution:

1. Attending 5 different meetings with Skanka and/or WRA and Hill. These meeting were to achieve a design solution to address the construction deficiency of the rejected piles not built per contract requirements. AECOM staff in attendance was Roger Gagnier, Abdallah Alhmood (Aboud), Todd Dwyer and Michael McDonough attending 4 of the 5 meetings. Also, the AECOM team met on 3 additional times internally to prepare for the joint meetings and to coordinate a design solution. I have attached a list of meetings attended with the dates and attendees for each.
2. Reviewed Skanska/GZA design proposals and reports on the rejected piles.
3. Worked with the school's structural designer to develop design solutions.
4. Work with Skanka on developing a design solution that works with the construction space limitations. This process resulted in refining several technical solutions and revisions, achieving the most cost-effective construction solution.
5. After agreeing on a design solution with Skanska and the project, develop Field Bulletin #25 to establish a construction plan of action that meets the design requirements to support the platform and allows Skanska to construct the design within the new site limitations.

### 3.C.

The below table are the total hours spent addressing the unforeseen conditions that prohibited Skanska's from constructing the platform's helical piles to the required depth. A more detailed breakdown per the listed task is attached as backup. Please note that Michael McDonough is included in the backup and is listed as an attendee at 4 different meetings. He spent 14 hours attending those meetings and preparing field bulletin #25 but was not included in the list below and should have been.

Name/Technical Team	Rate*	Hours	Total
Roger Gagnier	\$252.00	20	\$5,040.00
Structural (Aboud)	\$166.50	21	\$3,496.50
Structural (Xiao lei)	\$153.00	38	\$5,814.00
Geotech (Dwyer)	\$166.50	20	\$3,330.00
Technical Support	\$103.50	2	\$207.00
		101	<b>\$17,887.50</b>

(\*) Standard rates have been negotiated with the Town of Brookline and are 10% lower than contract agreed standard rates for out of scope work.


In addition to the listed task above, there were several hours spent explaining the pile issue in generic terms so all parties could understand. It was difficult for everyone on the project to comprehend how 6 piles not installed to the proper contractual depth supporting a platform at grade would result in design problems. AECOM spent time explaining this to the town and developed a clear outline of the problem for all.

Finally, we feel that our involvement in correcting the pile installation issue saved construction dollars. Without the AECOM design team, the solutions required bigger drill rigs to install mini-piles and track impacts during construction. In addition, the platform would have had to be redesigned (thicker with more reinforcing) to get the loads into the new piles.

The final design resolution allowed additions H-pile to be installed using a small rig. AECOM made changes to the platform slab detailing after working with the school's structural designer. The detailing change reduced the loads the replacement piles would have had to support and used the existing reinforcing in the platform slab.

In total, this Change Order is for **\$17,887.50** labor cost. Please let us know if any further documentation is required at this time. As you know this work has been completed in good faith to keep ahead of the contractor's construction schedule.

Sincerely,



**Roger Gagnier, P.E.**  
Vice President



**Nicholas Rubino, P.E.**  
Vice President

Cc: Brian Vaillancourt



# 3.C.

Contract Change Order No. 4

Task Items	Staff	Hours	Rate	Total
1	Roger Gagnier	9	\$ 252.00	\$ 2,268.00
	Alhmood, Abdallah (Aboud)	9	\$ 166.50	\$ 1,498.50
	Michael McDonough	4	\$ 153.00	\$ 612.00
	Todd Dwyer	9	\$ 166.50	\$ 1,498.50
	Xiaolei Chen	0	\$ 153.00	\$ -
	Sophie Kwon	0	\$ 103.50	\$ -
2	Roger Gagnier	1	\$ 252.00	\$ 252.00
	Alhmood, Abdallah (Aboud)	2	\$ 166.50	\$ 333.00
	Michael McDonough	0	\$ 153.00	\$ -
	Todd Dwyer	2	\$ 166.50	\$ 333.00
	Xiaolei Chen	1	\$ 153.00	\$ 153.00
	Sophie Kwon	0	\$ 103.50	\$ -
3	Roger Gagnier	4	\$ 252.00	\$ 1,008.00
	Alhmood, Abdallah (Aboud)	2	\$ 166.50	\$ 333.00
	Michael McDonough	2	\$ 153.00	\$ 306.00
	Todd Dwyer	0	\$ 166.50	\$ -
	Xiaolei Chen	5	\$ 153.00	\$ 765.00
	Sophie Kwon	0	\$ 103.50	\$ -
4	Roger Gagnier	4	\$ 252.00	\$ 1,008.00
	Alhmood, Abdallah (Aboud)	6	\$ 166.50	\$ 999.00
	Michael McDonough	0	\$ 153.00	\$ -
	Todd Dwyer	6	\$ 166.50	\$ 999.00
	Xiaolei Chen	12	\$ 153.00	\$ 1,836.00
	Sophie Kwon	0	\$ 103.50	\$ -
5	Roger Gagnier	2	\$ 252.00	\$ 504.00
	Alhmood, Abdallah (Aboud)	2	\$ 166.50	\$ 333.00
	Michael McDonough	8	\$ 153.00	\$ 1,224.00
	Todd Dwyer	3	\$ 166.50	\$ 499.50
	Xiaolei Chen	20	\$ 153.00	\$ 3,060.00
	Sophie Kwon	2	\$ 103.50	\$ 207.00
	Total (Roger)	20	\$ 252.00	\$ 5,040.00
	Total (Aboud)	21	\$ 166.50	\$ 3,496.50
	Total (McDonough)	14	\$ 153.00	\$ -
	Total (Xiaolei)	38	\$ 153.00	\$ 5,814.00
	Total (Todd)	20	\$ 166.50	\$ 3,330.00
	Total (Sophie)	2	\$ 103.50	\$ 207.00
		101		\$ 17,887.50

# 3.C.

Contract Change Order No. 4  
Meetings

	Date	Time	Title	Attendees
1	10/7/2020	4:30	Brookline - MBTA helical pile solution review	Andrew Jonic Organizer Gagnier, Roger, Alhmood, Abdallah (Aboud), McDonough, Michael, Dan Bielenin, IanParks@hillintl.com, Felix, Andy, Chen, Xiaolei, Dwyer, Todd
2	10/7/2020	8:30	Brookline Hills H-Piles (in house)	Roger Gagnier, Alhmood, Abdallah (Aboud), Michael McDonough, Todd Dwyer
3	9/17/2020	9:30	Brookline - Helical Pile Obstructions	Hale, Thomas Organizer Gagnier, Roger Koenig, Robert Alhmood, Abdallah (Aboud) Dwyer, Todd Parks, Ian Hersey, Christopher Andrew Jonic Dan Bielenin Mon, Peter Rasim Tumer James McDermott
4	8/12/2020	11:30	Brookline Hills Piles (in house)	Roger Gagnier, Alhmood, Abdallah (Aboud) <Abdallah.Alhmood@aecom.com>; Dwyer, Todd <Todd.Dwyer@aecom.com>
5	8/5/2020	9:00	Brookline Hills Piles (in house)	Roger Gagnier, Alhmood, Abdallah (Aboud) <Abdallah.Alhmood@aecom.com>; Dwyer, Todd <Todd.Dwyer@aecom.com>
6	8/4/2020	11:00	Brookline - SOE Pile Cut Off Elevations- six shallow piles	Parks, Ian, Organizer, Koenig, Robert, Gagnier, Roger, Alhmood, Abdallah (Aboud), Andrew Jonic, Dan Bielenin, McDonough, Michael, Dwyer, Todd, Felix, Andy,
7	7/29/2020	3:30	Brookline Hills Station - Pile Rejection	Roger Gagnier Alhmood, Abdallah (Aboud) <Abdallah.Alhmood@aecom.com>; Dwyer, Todd <Todd.Dwyer@aecom.com>; McDonough, Michael <Michael.McDonough@aecom.com>
8	7/22/2020	2:30	Brookline Hills - Helical Pile Discussion	Hale, Thomas Organizer, Gagnier, Roger, 'AJonic@rawnarch.com', Parks, Ian, Hersey, Christopher, Mon, Peter, Justin Zarrella, Rasim Tumer, James McDermott, Koenig, Robert, Dwyer, Todd,
9	7/8/2020	3:30	Brookline Hills - Shallow Helical Pile Discussion	Hale, Thomas, Gagnier, Roger, Andrew Jonic, Alhmood, Abdallah (Aboud), Dan Bielenin, Dwyer, Todd, McDonough, Michael, Hersey, Christopher, Mon, Peter, Parks, Ian, Koenig, Robert, Justin Zarrella, Rasim Tumer, James McDermott,

# ATTACHMENT F

## CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. ~~20~~<sup>19</sup>

**WHEREAS**, the Town of Brookline \_\_\_\_\_ ("Owner") and William Rawn Associates, Architects Inc. \_\_\_\_\_, (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Brookline High School Expansion \_\_\_\_\_ Project (Purchase Order # 21803108) at the Brookline High \_\_\_\_\_ School on July 6, 2018 \_\_\_\_\_, "Contract"; and

**WHEREAS**, effective as of January 7, 2021 \_\_\_\_\_, the Parties wish to amend the Contract:

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

Fee for Basic Services:	Original Contract*	After this Amendment: Amendment fee: \$17,888✓
Feasibility Study Phase	\$ _____	\$ _____
Schematic Design Phase	\$ _____	\$ _____
Design Development Phase	\$ _____	\$ _____
Construction Document Phase	\$ _____	\$ _____
Bidding Phase	\$ _____	\$ _____
Construction Phase	\$ _____	\$ _____
Completion Phase	\$ _____	\$ _____
*Includes previous Amendments thru #18		
<b>Total Fee</b>	<del>\$14,336,127.00</del> \$14,243,477	<del>\$14,354,015.00</del> \$14,261,365

This Amendment is a result of: Design and engineering services for assisting the Construction Manager with a solution for the outbound MBTA platform where 6 helical piles failed. The failure was due to unforeseen obstructions preventing the piles from achieving their design depth of 40'.

v.10.27.15

### 3.C.

3. The Construction Budget shall be as follows:

Original Budget: \$n/a\_\_\_\_\_

Amended Budget \$n/a\_\_\_\_\_

4. The Project Schedule shall be as follows:

Original Schedule: \$n/a\_\_\_\_\_

Amended Schedule \$n/a\_\_\_\_\_

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)

By \_\_\_\_\_  
(signature )

Date \_\_\_\_\_

DESIGNER

Andrew Jonic  
(print name)

Senior Associate  
(print title)

By



(signature) \_\_\_\_\_  
Date 1/7/21 \_\_\_\_\_



3.D.



**TOWN of BROOKLINE**  
*Massachusetts*

**BUILDING DEPARTMENT**

Daniel Bennett  
Building Commissioner

TO: Selectboard/ School Committee

FROM: Ray Masak, PE Project Manager

SUBJECT: High School Expansion Project – Construction Management @ Risk (CM@R)  
Skanska Change Order –Guaranteed Maximum Price (GMP) CO No.7/PCCO No.14

DATE: January 13, 2021

On the Calendar this week, the Building Department has submitted a request for Change Order for the construction management firm Skanska to perform the following services:

- PCCO No. 14 - \$28,858; 40 Misc. Changes

The HS expansion project was awarded to the contractor Skanska which was based on their qualifications. This package represents a change to the project. Refer to the Hill memo dated January 8, 2021 for further explanation of the 40 items listed in this CO.

The Building Department is available to answer any questions you may have. Thank you for your consideration.

## TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02445

## PURCHASE ORDER CHANGE FORM

INVOICE DATE: 11-Jan-21

TO:	Skanska USA Building Inc 101 Seaport Boulevard, Suite 200 Boston MA 02210
-----	---

Purchase Order Number

21911639

Vendor Number

55399

PAYMENT AMOUNT

\$28,858.00

BUDGET 120,391,451.00  
BALANCE 99,674,799.08

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C204		6C0002

FOR: Brookline High School Expansion

Amendment	Date	
7	1/7/2021	PCCO No 014 - Misc Changes (40 items) As per attached AIA Document signed by Skanska /William Rawn Associates

AMOUNT

\$28,858.00

## BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Kenneth Kaplan

Karen Breslawski

Nathan E. Peck

## SELECT BOARD

APPROVAL OF:

Bernard W. Greene, Chairman

Nancy S. Heller

Heather Hamilton

Raul Fernandez

John VanScoyoc

## SCHOOL COMMITTEE

APPROVAL OF:

Mary Ellen Normen, Assistant Superintendent For Administration and Finance



**Hill International, Inc.**  
 75 Second Avenue, Suite 300  
 Needham, MA 02494  
 Tel: 617-778-0900  
 Fax: 617-778-0999  
 www.hillintl.com

January 8, 2021

Mr. Ray Masak, P.E.  
 Project Manager  
 Town of Brookline Building Department  
 333 Washington Street  
 Brookline, MA 02445

RE: Recommendation to approve Skanska Change Order 007/PCCO 014

Dear Mr. Masak:

Under separate cover, Skanska USA Building Inc. is submitting original copies of Change Order 007/PCCO 014 for the Expansion of Brookline High School Project for acceptance by the Town of Brookline (ToB). It includes (40) separate Authorization Requests (AR's). Hill and WRA have previously reviewed, negotiated where applicable, and agree that all items listed in this Change Order are fair, reasonable for the described scope of work, and are compensable adjustments to the GMP. The result is a net add to the GMP of **\$28,858.00**.

Of the 40 AR's, (20) of the AR's are \$0 in value, (13) are added costs, and (7) credit. The AR's are categorized as follows:

- (3) AR's are the result of Owner Changes credit of -\$4,639.
- (3) AR's for unforeseen conditions for excavation for underground electrical, demo brick shaft at STEM and electrical savings for Def Maintenance -\$16,914.
- (9) AR's are for Design Issues (including credits/VE) that account for \$28,288.
- (17) AR's are expenditures from GMP allowances or holds changes that account for net \$0 increase to the GMP.
- (6) AR's are related to design changes results from RFIs and Bulletins \$1,693.
- (2) AR's are MBTA Helical Pile Obstructions and MBTA Station Knee Wall \$20,430.

An itemized summary of CO #7/PCCO #14 is following:

AR #	CE #	Description	Current Amount	Reason Code
200.102	200.1151	Cypress - FB 088 - East stair stone	\$0.00	Omission
200.111	200.1149	Cypress DOW lost productivity due to N. side laydown unavailable	\$0.00	GMP Allowance
200.121	200.1125	Cypress - FB #71 Cafeteria Av Lift Shades + Delete Bungalow FA Speaker/Strobes	\$17,374.00	Omission
200.124	200.1214	CYPRESS - OA Expenditure - Updated Projector Model	\$4,184.00	Unforeseen



### 3.D.

200.126	200.1227	CYPRESS - RFI 310 Waterproofing support metal at Curtain Wall Angle	\$3,494.00	Omission
200.127	200.1183	CYPRESS - Field Bulletin 106 - Bungalow Sliding Gate Revisions	-\$5,028.00	Omission
200.128	200.1185	CYPRESS - Field Bulletin 104 - Roof-Mounted Equipment Moves	\$2,931.00	Owner
200.131	200.1203	CYPRESS - Eversource Inspector No Call-No Show	\$0.00	Owner
200.132	200.1224	CYPRESS - Schedule Compression - thru 11/30/2020	\$0.00	GMP Allowance
200.133	200.1232	CYPRESS - EH - Upgrade to Paperless Drywall	\$0.00	GMP Allowance
300.105R1	300.1138	STEM - FB 0102: Fan Relocation	\$0.00	Omission
300.108	300.1130	STEM - FB 099, 099R2, 099R3, 099R4: Smokes at Gym and Misc Existing Building	\$0.00	Unforeseen
300.110	300.1135	STEM - FB 0104: Selective Demo Existing Brick Shaft & Cornice at Connector	\$3,430.00	Unforeseen
300.111	300.1184	STEM - Additional Spray Fireproofing Mobilizations	\$0.00	GMP Allowance
300.112	300.1140	STEM - FB 039R2 & 039R3: BDA Basement Path Delete Furring	-\$2,043.00	Misc. Design Change
300.113	300.1158	STEM - FB 0119: Door Closer Change	\$0.00	GMP Allowance
300.114R1	300.1162	STEM - FB 0109: Stair 2 Bench	-\$219.00	Misc. Design Change
300.115	300.1164	STEM - FB 0112: EMR Door Swing 100G	\$2,438.00	Design Error
300.116	300.1165	STEM - FB 0113: Delete Mag EHO	-\$7,570.00	Owner
300.117	300.1178	STEM - RFI 348: AVB Substrate at NW Corner Curtain Wall	\$2,077.00	Omission
300.118	300.1188	STEM Excavation for Underground Electric	\$0.00	Unforeseen
300.119	300.1189	STEM - Precast Plank Fish Plates	\$0.00	GMP Allowance
300.120	300.1173	STEM Folan Waterproofing Saturday 11/7, 11/14, 11/21 Work (authorized OT within GMP)	\$0.00	GMP Allowance/Schedule Acceleration
300.121	300.1197	STEM - Amanti HVAC November Premium Time (authorized OT within GMP)	\$0.00	GMP Allowance/Schedule Acceleration
300.122	300.1198	STEM - Amanti Plumbing November Premium Time (authorized OT within GMP)	\$0.00	GMP Allowance/Schedule Acceleration



### 3.D.

300.123	300.1199	STEM - TJ McCartney Premium Time for Schedule Acceleration (authorized OT within GMP)	\$0.00	GMP Allowance/Schedule Acceleration
300.124	300.1196	STEM - Glass Saturday 12/5 Work (authorized OT within GMP)	\$0.00	GMP Allowance/Schedule Acceleration
300.125	300.1153	STEM - FB 0107: Typical Mounting Heights	\$0.00	GMP Allowance
300.126	300.1157	STEM - FB 079R1: Toilet Accessories	\$0.00	GMP Allowance
300.127	300.1181	STEM - FB 0129: Sealant & Mortar Color Confirmation	\$0.00	GMP Allowance
300.131	300.1167	STEM - RFI 357 and 368: Added Layers of Drywall at Stair 3 and Kitchen 102	\$5,223.00	Omission
300.132	300.1170	STEM - RFI 370: Existing Building Exhaust Fan; Elevator Recall Smoke Detector Programming	\$1,531.00	Omission
300.133	300.1182	STEM - RFI 372: Sill Flashing at Curtainwall and Granite	-\$1,116.00	Omission
300.134	300.1183	STEM - RFI 384: Canopy Waterproofing Requirements	-\$1,505.00	Omission
300.135	300.1187	STEM - FB 0124: Limestone Sealant CJs as Urethane	\$0.00	GMP Allowance
300.136	300.1119	STEM - RFI 278: Basement Corridor/Tunnel Coordination	\$1,305.00	Misc. Design Change
300.137	300.1147	STEM - RFI 317: Coil Pull Relocation	\$2,266.00	Omission
400.041	400.1083	MBTA Station Field Bulletin #22 Knee Wall	\$2,672.00	Omission
400.045	400.1075	MBTA Platform - Helical Pile Obstructions	\$17,758.00	Unforeseen
500.004	500.1007	DEF MAINT - RFI 302: EL 2 and 3 Electrical Savings	-\$20,344.00	Unforeseen

Based on the above, Hill recommends to ToB approval of Change Order 007/PCCO #14 to the GMP.

Very truly yours,



Andy Felix, MCPPO  
Project Director

## AIA® Document G701™ - 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Expansion of Brookline High School, (Project A and Project B)	<b>CONTRACT INFORMATION:</b> Contract For: Construction	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 007
Brookline, MA 02445	Date: July 24, 2018	Date: January 7th, 2021
<b>OWNER:</b> <i>(Name and address)</i> Town of Brookline, Massachusetts, by and through the Board of Selectmen of Brookline 333 Washington Street, Brookline, MA 02445	<b>ARCHITECT:</b> <i>(Name and address)</i> William Rawl Associates Architects Inc. 10 Post Office Square, Suite 1010, Boston, Massachusetts 02109	<b>CONTRACTOR:</b> <i>(Name and address)</i> Skanska USA Building Inc. 101 Seaport Boulevard, Suite 200, Boston, MA 02210

## THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed-upon adjustments attributable to executed Construction Change Directives.)*

PCCO No. 014: \$28,858

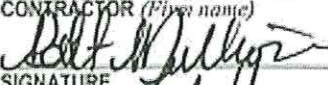
Neither the adjustments to the Contract Price nor the Contract Time upon which this PCCO is based contemplates any project delays, suspensions, disruptions, cost escalations or other impacts caused, directly or indirectly, by the Pandemic (as defined in the GMP), as such cost adjustment to the Contract Sum and GMP shall be reconciled in accordance with the Owner Pandemic Allowance. Skanska further reserves all rights to request adjustment of the Contract Time as a result of the Pandemic Standards and in connection with this PCCO. Skanska will make every reasonable effort to provide the required documentation and notice in accordance with this Contract, however, Skanska may not be able to meet the contractual deadlines due to circumstances outside of Skanska's control.

The original Contract Sum was	\$ 476,928
The net change by previously authorized Change Orders	\$ 148,573,147
The Contract Sum prior to this Change Order was	\$ 149,050,075
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,858
The new Contract Sum including this Change Order will be	\$ 149,078,933

The Contract Time will be unchanged by Zero (0) days.  
The new date of Substantial Completion will be November 15, 2021

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

William Rawn Associates Architects Inc.	Skanska USA Building Inc.	Town of Brookline
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Andrew Jonic, AIA Senior Associate	Robert M. Sullivan	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
January 7, 2020	1/7/21	
DATE	DATE	DATE





Date: 1/7/2021

## Prime Contract Change Order Number 014

Brookline High School

Project # 1318014

Skanska USA Building Inc.

## To Contractor:

Skanska USA Building Inc.

The Contract is hereby revised by the following items:

GMP CO 007: Approved Authorization Requests

40 items

AR	CE	Description	Amount
200.121	200.1125	CYPRESS - Field Bulletin 071 - Cafeteria AV Lift Shades + Delete Bungalow Fa Speaker/Strobes	\$ 17,374.00
200.102	200.1151	CYPRESS - Field Bulletin 088 - East Stair Stone Updates	\$ 0.00
300.136	300.1119	STEM - RFI 278: Basement Corridor/Tunnel Coordination	\$ 1,305.00
300.108	300.1130	STEM - FB 099, 099R2, 099R3, 099R4, 099R5, 099R6: Smokes at Gym and Misc Existing Building	\$ 0.00
300.110	300.1135	STEM - FB 0104: Selective Demo Existing Brick Shaft & Cornice at Connector	\$ 3,430.00
300.105	300.1138	STEM - FB 0102: Fan Relocation	\$ 0.00
300.112	300.1140	STEM - FB 039R2 & 039R3: BDA Basement Path Delete Furring	-\$ 2,043.00
500.004	500.1007	DEF MAINT - RFI 302: EL 2 and 3 Electrical Savings	-\$ 20,344.00
400.045	400.1075	MBTA Platform - FB #25 Helical Pile Obstructions	\$ 17,758.00
200.127	200.1183	CYPRESS - Field Bulletin 106 - Bungalow Sliding Gate Revisions	-\$ 5,028.00
300.137	300.1147	STEM - RFI 317: Coil Pull Relocation	\$ 2,266.00
200.128	200.1185	CYPRESS - Field Bulletin 104/104.1 - Roof-Mounted Equipment Moves	\$ 2,931.00
400.041	400.1083	MBTA Station Field Bulletin #22 Knee Wall	\$ 2,672.00
300.125	300.1153	STEM - FB 0107: Typical Mounting Heights	\$ 0.00
200.111	200.1149	CYPRESS - DOW - Regulated Soil Disposal Overruns and Material Double Handling Thru 9/2020	\$ 0.00
200.131	200.1203	CYPRESS - Eversource Inspector No Call-No Show	\$ 0.00
300.126	300.1157	STEM - FB 079R1 & 079R2: Toilet Accessories	\$ 0.00
300.113	300.1158	STEM - FB 0119: Door Closer Change	\$ 0.00
300.114	300.1162	STEM - FB 0109: Stair 2 Bench	-\$ 219.00
300.115	300.1164	STEM - FB 0112: EMR Door Swing 100G	\$ 2,438.00
300.116	300.1165	STEM - FB 0113: Delete Mag EHO	-\$ 7,570.00
200.124	200.1214	CYPRESS - OA Expenditure - Updated Projector Model	\$ 4,184.00
300.131	300.1167	STEM - RFI 357 and 368: Added Layers of Drywall at Stair 3 and Kitchen 102	\$ 5,223.00
300.132	300.1170	STEM - RFI 370: Existing Building Exhaust Fan; Elevator Recall Smoke Detector Programming	\$ 1,531.00
-300.120	300.1173	STEM - Folan Waterproofing Saturday 11/7, 11/14, 11/21 Work	\$ 0.00
-200.132	200.1224	CYPRESS - Schedule Compression - thru 11/30/2020	\$ 0.00
-300.117	300.1178	STEM - FB 0118 & RFI 348: Infill Discontinuous Angle for AVB	\$ 2,077.00
-200.126	200.1227	CYPRESS - RFI 310 Waterproofing support metal at Curtain Wall Angle	\$ 3,494.00
-300.127	300.1181	STEM - FB 0129 & 0129R1: Sealant & Mortar Color Confirmation	\$ 0.00
-200.133	200.1232	CYPRESS - EH - Upgrade to Paperless Drywall	\$ 0.00
-300.133	300.1182	STEM - RFI 372: Sill Flashing at Curtainwall and Granite	-\$ 1,116.00
-300.134	300.1183	STEM - RFI 384: Canopy Waterproofing Requirements	-\$ 1,505.00
-300.111	300.1184	STEM - Additional Spray Fireproofing Mobilizations	\$ 0.00
-300.135	300.1187	STEM - FB 0124: Limestone Sealant CJs as Urethane	\$ 0.00
-300.118	300.1188	STEM - Excavation for Underground Electric	\$ 0.00
-300.119	300.1189	STEM - Precast Plank Fish Plates	\$ 0.00
-300.124	300.1196	STEM - JK Glass Saturday 12/5 Work	\$ 0.00
-300.121	300.1197	STEM - Amanti HVAC November Premium Time	\$ 0.00
-300.122	300.1198	STEM - Amanti Plumbing November Premium Time	\$ 0.00
-300.123	300.1199	STEM - TJ McCartney Premium Time for Schedule Acceleration	\$ 0.00
			\$ 28,858.00

Printed on: 1/7/2021

Page 1 of 1



Mark P. Morgan  
Superintendent  
Acting Chief of Police

**BROOKLINE POLICE DEPARTMENT**  
*Brookline Massachusetts*

January 20, 2021

To: Melvin Kleckner, Town Administrator

From: Mark P. Morgan, Acting Chief of Police

Subject: FY2021 Department Support an Incentive Grant &  
FY2021 State 911 Department Training Grant Program

I am pleased to inform you that the Police Department has received two grants for the State 911 FY2021 Grant program. Below are brief descriptions of these two grants.

1. **FY 2021 State 911 Department and Support Incentive Grant.** This grant is in the amount of \$248,276.00. The majority of this funding will be used to offset personnel costs incurred by staffing the Public Safety Dispatch Center. In addition a portion of this grant will be used to purchase three 24/7 chairs for the Dispatch Center, maintenance and intensive cleaning of sensitive console equipment, and other updated equipment and software for the Dispatch Center.
2. **FY 2021 State 911 Department Training Grant.** This grant is in the amount of \$21,952.55 the majority of this funding will be used for expenses for training new dispatchers, continuing education for all dispatchers and funding for pre-employment selection software.

I would like the Select Board to consider accepting these grants at the next scheduled meeting.

Thank you.

Mark P. Morgan  
Superintendent  
Acting Chief of Police





The Commonwealth of Massachusetts  
**EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**  
**STATE 911 DEPARTMENT**  
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346  
Tel: 508-828-2911 ~ TTY: 508-947-1455  
[www.mass.gov/e911](http://www.mass.gov/e911)



**CHARLES D. BAKER**  
Governor

**THOMAS A. TURCO, III**  
Secretary

**KARYN E. POLITO**  
Lieutenant Governor

**FRANK POZNIAK**  
Executive Director

January 19, 2021

Acting Chief Mark Morgan  
Brookline Police Department  
350 Washington Street  
Brookline, MA 02445

Dear Chief Morgan:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY2021 State 911 Department Training Grant Program**.

For your files, attached please find a copy of the executed contract and the final approved Personnel Cost Worksheet for your grant. Please note your contract start date is **January 19, 2021** and will run through June 30, 2021. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services **MUST** be received on or before June 30, 2021.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website [www.mass.gov/e911](http://www.mass.gov/e911). For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, add personnel, or to request approval for trainings, please e-mail those proposed changes to [911DeptGrants@mass.gov](mailto:911DeptGrants@mass.gov). Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 26, 2021.

Sincerely,

Frank P. Pozniak  
Executive Director

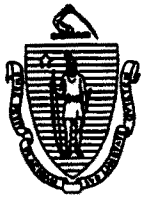
cc: FY2021 Training Grant File

## COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.mass.gov/ctrforms>. Forms are also posted at OSD Forms: <https://www.mass.gov/osdforms>.

<b>Contractor:</b> <u>Town of Brookline</u> <b>Address:</b> <u>Town of Brookline Police Department</u> <b>Address:</b> <u>333 Washington Street, Brookline MA 02445</u> <b>Contact:</b> <u>Mascoli, Kevin E.G.</u> <b>Phone:</b> <u>617-730-2224</u> <b>Email:</b> <u>kmascoli@brooklinema.gov</u> <b>Phone:</b> <u>617-730-8454</u>		<b>COMMONWEALTH DEPARTMENT NAME:</b> <u>State 911 Department</u> <b>MMARS Department Code:</b> <u>EPS</u> <b>Business Mailing Address:</b> <u>151 Campanelli Drive, Suite A, Middleborough, MA 02348</u> <b>Billing Address (if different):</b> <b>Contract Manager:</b> <u>Cindy Reynolds</u> <b>Phone:</b> <u>508-821-7299</u> <b>E-Mail:</b> <u>911DeptGrants@mass.gov</u> <b>Fax:</b> <u>508-847-1452</u>	
<b>Contractor Vendor Code:</b> <u>VC 0000191738</u> <b>Vendor Code Address ID (e.g. "AD001"):</b> <u>AD 001</u> (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> <u>CT EPS GRNT</u> <b>RFR/Procurement or Other ID Number:</b> <u>FY21 GRNT</u>	
<b><u>X</u> NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - <u>815 CMR 2.00</u> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<b>— CONTRACT AMENDMENT</b> <b>Enter Current Contract End Date <u>Prior</u> to Amendment:</b> <u>      </u> , 20 <u>      </u> . <b>Enter Amendment Amount:</b> \$ <u>      </u> (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> <u>Commonwealth Terms and Conditions</u> <input type="checkbox"/> <u>Commonwealth Terms and Conditions For Human and Social Services</u>			
<b>COMPENSATION: (Check ONE option):</b> The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <u>815 CMR 9.00</u> . <input type="checkbox"/> Rate Contract (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>21,952.55</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u>      </u> % PPD; Payment issued within 15 days <u>      </u> % PPD; Payment issued within 20 days <u>      </u> % PPD; Payment issued within 30 days <u>      </u> % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Contract is for the reimbursement of funds under the State 911 Department FY 2021 Training Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.			
<b>ANTICIPATED START DATE: (Complete ONE option only)</b> The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of <u>      </u> , 20 <u>      </u> , a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of <u>      </u> , 20 <u>      </u> , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2021</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost-effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Mark P. Morgan</u> Date: <u>12/29/20</u> (Signature and Date Must Be Handwritten at Time of Signature) Print Name: <u>Morgan, Mark</u> Print Title: <u>Superintendent/Acting Chief of police</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>Frank Pozniak</u> Date: <u>1/19/21</u> (Signature and Date Must Be Handwritten at Time of Signature) Print Name: <u>Frank Pozniak</u> Print Title: <u>Executive Director</u>	



The Commonwealth of Massachusetts  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
**STATE 911 DEPARTMENT**  
151 Campanelli Drive, Suite A ~ Middleborough, MA 02346  
Tel: 508-828-2911 ~ TTY: 508-947-1455  
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**CHARLES D. BAKER**  
Governor

**THOMAS A. TURCO, III**  
Secretary

**KARYN E. POLITO**  
Lieutenant Governor

**FRANK POZNIAK**  
Executive Director

January 19, 2021

Acting Chief Mark Morgan  
Brookline Police Department  
350 Washington Street  
Brookline, MA 02445

Dear Chief Morgan:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2021 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract and the final approved Appendix A: Personnel Costs form for your grant. Please note your contract start date is **January 19, 2021** and will run through June 30, 2021. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services **MUST** be received on or before June 30, 2021.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website [www.mass.gov/E911](http://www.mass.gov/E911). For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to [911DeptGrants@mass.gov](mailto:911DeptGrants@mass.gov). Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 26, 2021.

Sincerely,

Frank P. Pozniak  
Executive Director

cc: FY 2021 Support and Incentive Grant File



# FY 2021 SUPPORT AND INCENTIVE GRANT

## COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <http://www.masscomptroller.com/forms>. Forms are also posted at OSD Forms: <http://www.osd.state.ma.us/published-forms>.

<b>Contractor:</b> Town of Brookline <b>Address:</b> Town of Brookline Police Department <b>Address:</b> 333 Washington Street, Brookline, MA <b>Contact:</b> Mascoli, Kevin <b>Phone:</b> 617-730-2224 <b>Email:</b> kmascoli@brooklinema.gov <b>Phone:</b> 617-730-8454		<b>COMMONWEALTH DEPARTMENT NAME:</b> State 911 Department <b>MMARS Department Code:</b> EPS <b>Business Mailing Address:</b> 181 Campanelli Drive, Suite A, Middleborough, MA 02346 <b>Billing Address (if different):</b> <b>Contract Manager:</b> Cindy Reynolds <b>Phone:</b> 800-821-7288 <b>E-Mail:</b> 911DepGrants@state.gov <b>Fax:</b> 800-847-1482	
<b>Contractor Vendor Code:</b> VC 6000191738 <b>Vendor Code Address ID (e.g. "AD001"):</b> AD_001 <small>(Note: The Address ID must be set up for EFT payments.)</small>		<b>MMARS Doc ID(s):</b> CT EPS SUPG <b>RFR/Procurement or Other ID Number:</b> FY21 SUPG	
<b><input checked="" type="checkbox"/> NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> — Statewide Contract (OSD or an OSD-designated Department) — Collective Purchase (Attach OSD approval, scope, budget) <b><input checked="" type="checkbox"/> Department Procurement (includes all Grants - §15 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)</b> — Emergency Contract (Attach justification for emergency, scope, budget) — Contract Employee (Attach Employment Status Form, scope, budget) — Other Procurement Exception (Attach authorizing language, legislation with specific exception or earmark, and exception justification, scope and budget)		<b><input type="checkbox"/> CONTRACT AMENDMENT</b> <b>Enter Current Contract End Date <u>prior</u> to Amendment:</b> _____, 20____ <b>Enter Amendment Amount:</b> \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> — Amendment to Data, Scope or Budget (Attach updated scope and budget) — Interim Contract (Attach justification for Interim Contract and updated scope/budget) — Contract Employee (Attach any updates to scope or budget) — Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions — <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION: (Check ONE option):</b> The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under §15 CMR 9.00. — Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <b><input checked="" type="checkbox"/> Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended): \$ <u>248,276.00</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days — % PPD; Payment issued within 15 days — % PPD; Payment issued within 20 days — % PPD; Payment issued within 30 days — % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle — statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); — only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Contract is for the reimbursement of funds under the State 911 Department FY 2021 Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30, 2021</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in §91 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>Mark Morgan</u> Date: <u>12/24/20</u> <small>(Signature and Date Must Be Handwritten at Time of Signature)</small> Mark Morgan Superintendent/ Acting Chief of Police		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: <u>[Signature]</u> Date: <u>1/12/21</u> <small>(Signature and Date Must Be Handwritten at Time of Signature)</small> Print Name: <u>Frank Pansik</u> Print Title: <u>Executive Director</u>	



**TOWN of BROOKLINE**  
*Massachusetts*  
**BUILDING DEPARTMENT**

Daniel F. Bennett  
Building Commissioner

To: Select Board

From: Anthony Guigli, Project Manager

Date: 20 January 2021

Re: Michael Driscoll School  
Gilbane Building Company  
Contract Amendment #2 - \$7,350

The proposed amendment #2 to the contract between the Town of Brookline and Gilbane Building Company for the Michael Driscoll School in the amount of \$7,350.00 is for added preconstruction services. Attached is a letter of recommendation from Leftfield LLC with additional information.

The Building Commission approved it at their meeting last week and the School Committee is expected to take similar action at their meeting tomorrow evening.

Please call or email with questions.

Thank you for the consideration of the above.

Cc: D. Bennett



January 12, 2021

Mr. Tony Guigli  
Project Manager  
Building Department  
333 Washington Street  
Brookline, MA 02445

Re: Michael Driscoll School Project  
Construction Management Contract Amendment No. 2

Dear Mr. Guigli,

LeftField has reviewed the Construction Management (CM) Contract Amendment No. 2 presented by Gilbane Building Company for revisions to the Construction Management Plan for \$7,350 as requested by the Town in response to neighborhood/abutter concerns. The revisions to the Construction Management Plan (CMP) include accommodations for pedestrians on the north side of Washington Street during non-working hours, associated truck turning maneuver analyses, sign modifications and related correspondence and meetings required to implement the changes to the CMP. The fee for these additional services can be covered by the original budget for Preconstruction Services. The total committed amount, including the proposed services of CM Contract Amendment No. 2, for the Preconstruction Services budget line is \$288,030 which represents 90% of the approved Preconstruction Budget, leaving \$31,658 uncommitted.

Given the sensitivities of the logistics within the Construction Management Plan with abutters, the \$7,350 cost for third party expertise regarding accommodating neighborhood concerns is fair and reasonable. The lump sum costs provided for the outlined tasks fairly represent the effort involved in adequately completing the revisions and modifications required. Therefore, Leftfield recommends approval of Construction Management Contract Amendment No. 2.

Should you have any questions regarding this recommendation of approval, please contact me.

Sincerely,

Lynn Stapleton, AIA, LEED AP B D + C

Cc: Jim Rogers, LeftField, LLC  
Jennifer Carlson, LeftField, LLC  
Philip Gray, Jonathan Levi Architects  
Walter Kincaid, Gilbane Building Company

main: 617-737-6400 fax: 617-217-2001  
225 franklin street, 26<sup>th</sup> floor, boston, ma 02110

**owner project manager**  
owner representative construction audits  
cost forecasting capital budgeting



**TOWN of BROOKLINE**  
*Massachusetts*  
**BUILDING DEPARTMENT**

Daniel F. Bennett  
Building Commissioner

To: Select Board

From: Anthony Guigli, Project Manager

Date: 20 January 2021

Re: John R. Pierce School  
Miller Dyer Spears with Sasaki  
Contract for Design Services, Feasibility Study and Schematic Design -  
\$1,294,466.00

The proposed contract between the Town of Brookline and Miller Dyer Spears with Sasaki (MDS) for the John R. Pierce School in the amount of \$1,294,466.00 is for design services for the feasibility and schematic design phases of this project, for which the Town has partnered with the Massachusetts School Building Authority (MSBA).

The MSBA Designer Selection Panel (DSP) is a 16-person committee that includes three (3) members local to Brookline. A total of eight (8) firms submitted proposals. After careful consideration, the DSP short listed three for interviews as follows: Jonathan Levi Architects, Miller Dyer Spears Architects with Sasaki and William Rawn Associates.

The MSBA presented the interviewees with a list of interview questions including the fossil free initiative, communication skills with various boards, committees and community, historic buildings and diverse representation in each firm. Subsequent to the interviews, the DSP ranked MDS first among the three.

Leftfield LLC (LF), the project OPM then worked to negotiate a contract with MDS. Town and school staff facilitated by providing plans of existing buildings and site (where available), other pertinent documents and other assistance.

After some discussion, the Building Commission approved the proposed contract at their meeting last week and it similar action is expected by the School Committee at their meeting tomorrow evening.

Please call or email with questions.

Thank you for the consideration of the above.

Cc: D. Bennett

**POET LAUREATE OF BROOKLINE**

**Program Description and Guidelines**

**D R A F T**

**PENDING SELECT BOARD APPROVAL**

**POET LAUREATE OF BROOKLINE, MASSACHUSETTS  
PROGRAM DESCRIPTION AND GUIDELINES**

**PROGRAM DESCRIPTION AND MISSION**

The Town of Brookline, Massachusetts (the Town), is home to a number of highly accomplished literary artists. While the Town, through organizations such as the Brookline Commission for the Arts (BCA), actively supports artists working in several media, there is a need to increase appreciation for the literary arts. A Poet Laureate appointed by the Brookline Select Board would help to promote their particular craft and literary arts in general in the community.

**Mission of the Poet Laureate Program**

- ◆ To enhance cultural life in Brookline
- ◆ To promote awareness and appreciation of the literary arts to a wide range of audiences
- ◆ To utilize the literary arts to celebrate community events
- ◆ To connect members of the Brookline community through literary arts

The BCA, for its part, will support the Poet Laureate and the Program through advertising, communication, and facilitation of required and ad hoc events.

**PROGRAM GUIDELINES**

**Administration**

The Poet Laureate of Brookline Program (the Program) was established by authority of the Select Board of the Town of Brookline, Massachusetts on January 17, 2012. The official name of the Program is “The Poet Laureate of Brookline Program.” The Select Board has adopted and may amend these guidelines at any time. The Select Board shall also have the right to terminate the Program.

In an effort to broaden the search for exceptional talent in the Town, and to increase the demographic, disciplinary, and experiential diversity of laureates, the BCA will, from 2021 onward, consider not only poets but also those accomplished in other literary forms, including, but not limited to, fiction, non-fiction, spoken word poetry, songwriting, and playwriting.

The Program shall be administered by the BCA on behalf of the Town of Brookline. Among its responsibilities the BCA shall:

- ◆ Assign a BCA member as a liaison to the Poet Laureate
- ◆ Publicize events that feature the Poet Laureate in various media, including the BCA’s web site
- ◆ Maintain an archive of the Poet Laureate’s activities through meeting minutes with information provided by the BCA liaison and the Poet Laureate, who shall attend commission meetings three times a year seasonally (fall, winter, spring)
- ◆ Facilitate the activities of the Poet Laureate by helping to make initial contacts with appropriate community members

## 6.A.

- ◆ Assist the Poet Laureate with questions/concerns that may arise in conjunction with the position

The BCA shall provide the Select Board with a report on the Program as part of the BCA's Annual Report to the Town.

### **Eligibility**

The Poet Laureate must:

- ◆ Be a resident of Brookline
- ◆ Have a demonstrated commitment to the community
- ◆ Have a substantial body of work in one or more forms of literary arts, including published work and/or a history of public appearances
- ◆ Have the ability and enthusiasm to fulfill the duties of the Poet Laureate

All candidates are eligible regardless of age, race, gender, belief, national origin, sexual orientation, or physical ability.

### **Submission Requirements**

- ◆ Letter of interest outlining the applicant's reasons for applying and vision for the position
- ◆ Curriculum vitae
- ◆ A selection of representative work

### **Term**

Each Poet Laureate shall serve for a term of three years. A laureate's term may be renewed, without going through the full application process, after mutual consideration by the laureate, BCA, and Select Board.

If a laureate is not meeting the BCA's requirements or community expectations, the BCA reserves the right to terminate the laureate's term by a two-thirds vote of commissioners, subject to approval by the Select Board.

### **Duties/Requirements**

- ◆ Give appropriate readings or performances at two Town events in each year of a laureate's term: (1) the Town's Martin Luther King, Jr. Day event and (2) the BCA's Arts Grantee Reception
- ◆ Give appropriate readings or performances at a minimum of three public events in each year of a laureate's term, which must include the following: (1) a workshop in conjunction with Brookline Public Schools, (2) an event coordinated with the Brookline Booksmith, and (3) an event of the laureate's own creation
- ◆ Undertakings of the laureate's own initiative using creative and innovative ways to expose the residents of Brookline to the literary arts
- ◆ Outreach to Town sites such as schools, libraries, senior center and housing, and teen center

## 6.A.

- ◆ Present poetry or other literary works in public venues and publications in Town, and representation of the Town at events and in publications in other municipalities where appropriate
- ◆ If a poet, participate in public commemoration of National Poetry Month in April
- ◆ Attend BCA meetings three times each year seasonally (fall, winter, spring) of the term to report on activities

### **Selection Committee**

The selection committee will be formed by the BCA's Poet Laureate sub-committee and will include:

- ◆ At least one member of the BCA who shall serve as chair
- ◆ A writer or recognized authority on poetry and other literary genres
- ◆ An individual affiliated with the Brookline Public Schools (e.g., teacher, parent, school committee member, school librarian) appointed by the School Committee
- ◆ An individual affiliated with the Brookline Public Library to be appointed by the Board of Library Trustees
- ◆ An individual affiliated with a local institution of higher learning
- ◆ An at-large member of the community

All members of the selection committee shall be residents of the Town of Brookline. The selection committee shall meet in such manner of time as to be able to select a laureate prior to May 1st of a given search year.

### **Schedule**

Upon selection by the BCA Poet Laureate sub-committee, the Poet Laureate will begin his or her term on May 1st following the meeting of the sub-committee.

### **Publicity for Selection and Announcement Process**

The BCA shall manage, and the Select Board shall facilitate, the publicity for the Program's selection process and the announcement of each Poet Laureate.

### **Stipend and Budget**

The stipend will be \$4,500 total for the term, payable via the Select Board at \$1,500 each year of the term. The BCA also extends to the laureate reimbursement of reasonable expenses, upon approval by commissioners, related to events given in their official capacity.

If a laureate should be terminated by the BCA and Select Board, the stipend amount for the year in which termination occurs will be pro-rated up to the month of termination.

### **Agreement**

It will be a condition of the appointment that the Poet Laureate, the Town, and the BCA enter into a mutual written contract.



## 6.A.

### **Vacancy**

In the event of a vacancy, the vacancy shall be filled in the same manner as the original appointment.



## Re-Envisioning The Brookline Poet Laureate

*In an effort to expand and improve diversity and inclusion of the BROOKLINE POET LAUREATE PROGRAM, the Brookline Commission for the Arts is opening the search for candidates, for the 2021-2023 term, to include individuals whose literary pursuits are in one or more of these areas: Poetry, Drama & Prose.*

**Applications are available online at:**

**<http://www.brooklinearts.org/>**

**Deadline for submission is**

**February 29, 2021.**





# TOWN of BROOKLINE

## *Massachusetts*

### SELECT BOARD

BERNARD W. GREENE, Chair  
NANCY S. HELLER  
HEATHER A. HAMILTON  
RAUL A. FERNANDEZ  
JOHN VANSCHOYOC  
  
MELVIN A. KLECKNER  
Town Administrator

333 WASHINGTON STREET  
BROOKLINE, MASSACHUSETTS 02445

(617) 730-2200  
FAX: (617) 730-2054

[www.Brooklinema.gov](http://www.Brooklinema.gov)

January 26, 2021

Michael Busby, Relationship Manager

Massachusetts Housing Finance Agency  
One Beacon Street  
Boston, Massachusetts 02108

RE: Proposed 40B—83 Longwood Avenue  
Brookline, MA  
MHD No. 1096

Dear Mr. Busby:

Thank you for the opportunity to provide comments on the application for Site Approval submitted by 83 Longwood Avenue, LLC to construct 64 units of rental housing at 83 Longwood Avenue in Brookline.

The Select Board has requested comments from municipal departments, boards and commissions and held a public hearing on January 19<sup>th</sup> to solicit input from interested parties. I am attaching written comments submitted to the Select Board relative to this application.

The following are preliminary comments from members of the Select Board and the public from our January 19<sup>th</sup> Select Board Hearing:

- The assertion that the structure is seven stories belies the fact that the floor-to-ceiling heights are particularly high—most notably the 18-foot-high first floor. While we recognize that several nearby buildings exceed height limitations set forth in our zoning, we remain concerned that the proposed project will overshadow the lower-density properties in the area, most notably those to the south. It is interesting to note that the developer has not provided any perspectives of the building looking north from Stearns Road. The 99-foot high building constructed on a slope will loom over these two-and three story homes.

## 7.A.

The applicant must identify ways to reduce the height and massing of the building both in fact and appearance in or order to respect the neighborhood context in which it is located—with a particular emphasis on the nearby housing along Stearns Road and St. Paul Street.

- The developer must demonstrate an effective plan to eliminate runoff from the site, specifically including runoff to lower lying properties in the rear of the site.
- The setbacks are too small particularly relative to the height, leaving little room for landscaping or open space. Virtually the entire site is devoted to a structure.

The Select Board requests that the following comments be addressed in your evaluation of the PEL application:

- The proposed building is too high for the parcel and the surrounding context.
- The building lacks reasonable setbacks to properties, overwhelming the site.
- Usable open space, which is essentially non-existent, should be provided for the benefit of the residents.
- The Board defers to the Zoning Board of Appeals (ZBA), staff, and peer reviewers to insure that the site design accommodates safe vehicular, bicycle and pedestrian circulation.
- The Board is relying on our ZBA to insure that operational plans and site circulation relating to trash, recycling, moving and deliveries are designed to function smoothly, safely and with minimal impact on the neighborhood.
- Naturally, the Town will require that viable accommodations are made for handicap parking including access to the garage by vans and by people with mobility impairments.
- Tenants of affordable units should have the same access to parking as the tenants of market rate units; the former should not be charged (directly or indirectly) for parking.
- The developer must commit to work with the ZBA, its peer reviewers and municipal staff to make significant improvements to the design of the building.
- The developer must work with the Fire, Building and Public Works Departments to ensure that all relevant codes including but not limited to fire apparatus access requirements are met.
- To the maximum extent possible, the structure shall incorporate electric HVAC and Passive Housing efficiency standards
- The applicant must meet with the neighborhood residents and any nearby businesses—individually and/or in groups—to engage in a genuine dialogue to identify and mitigate their concerns.

We also suggest that if the applicant secures a PEL and applies for a Comprehensive Permit, the applicant should submit the following information prior to or as part of an application to the Town's ZBA.

- An actual or virtual 3D model of the proposed project accurately showing all abutting and nearby properties
- An atlas map with an overlay of the proposed site plan showing abutting buildings with setbacks of the proposed building from its property lines

## 7.A.

- A comprehensive set of site sections through the building
- A noise study
- A comprehensive plan to insure that the site generates no runoff
- A comprehensive shadow study prepared for four distinct times during the day and at equinoxes and solstices from all perspectives
- A traffic and parking circulation study to show how site activities (deliveries, two-way traffic, etc.) will be integrated on the site as well as a parking demand study to identify potential impacts on the availability of existing on-street parking in the general area. It is recommended that the applicant meet with the Engineering and Transportation Division of DPW to discuss the scope of said studies prior to undertaking same.
- A Zoning Analysis
- A waiver list in tabular form

Thank you for your consideration.

Sincerely,

Bernard Greene, Chair  
Brookline Select Board

Attachments



# Town of Brookline

## Massachusetts

### HOUSING ADVISORY BOARD

Roger F. Blood, Chair  
 Steven A. Heikin  
 Michael H. Jacobs  
 Karen J. Kepler  
 William Madsen Hardy  
 Rita McNally  
 Kathy A. Spiegelman

333 Washington Street  
 Brookline, MA 02445  
 (617) 730-2130  
 FAX (617) 730-2442

To: Board of Selectmen

From: Housing Advisory Board

Re: 83 Longwood Ave. – Proposed 40B

Date: January 25, 2021

The Brookline Housing Advisory Board (HAB) is charged with promoting the creation and preservation of housing that is affordable to individuals and families of low and moderate income, advising the Board of Selectmen on affordable housing policies and programs and the use of local, state and federal financial resources available to the Town in support of affordable housing.

Within the larger planning and regulatory review process and the HAB's broadly defined mission, the HAB has focused its primary attention upon affordable housing component of each mixed-income project. Accordingly, we expect that, in the course of reviewing any proposed 40B project, the Zoning Board of Appeals will solicit the HAB's input and recommendations regarding any ZBA-stipulated conditions that relate to each plan's affordable housing component.

Prior to the above-noted ZBA review and as part of the initial local comment period, the HAB offers the following, more generalized recommendations regarding minimum affordable housing conditions in this and all proposed 40B projects in Brookline:

## 7.A.

1. Affordable units should be deed restricted in perpetuity and all deed restrictions must be recorded and in a form and satisfactory to the HAB.
2. The unit mix and total number of affordable bedroom and of the affordable units should match the unit mix of the market rate units.
3. Affordable units should be evenly dispersed throughout the project.
4. Affordable units should be indistinguishable from the market rate units in external appearance.
5. Affordable units should have the same interior finishes and/or appliances as the market rate units.
6. Affordable units should contain square footage of living area that is no less than:
  - 0 bedroom: 500 square feet
  - 1 bedroom: 700 square feet
  - 2 bedroom: 900 square feet
  - 3 bedroom: 1100 square feet
  - 4 bedroom: 1300 square feet

OR the average size of market rate units containing the same number of bedrooms

7. Floor plans for the affordable units which differ from those of the market rate units will not be approved without the recommendation of the Town's Department of Planning and Community Development/ Housing Division with input from the Housing Advisory Board.
8. Local Preference: The applicant will work with the Town's Department of Housing and Community Development/Housing Division to request that during the up to 25% of the affordable units be awarded to households with local preference during the initial lottery, defined as a household with member who (a) lives or works in Brookline; (b) is employed by the Town or the Brookline Housing Authority; or (c) has at least one child enrolled in the Brookline public school system.
9. The Dept. of Planning and Community Development/Housing Division must review and approve the Affirmative Marketing Plan for the affordable units before it is submitted to the Subsidizing Agency for final approval. The Department of Planning and Community Development/Housing Division will work with the applicant to market the affordable units,



## 7.A.

specifically identifying appropriate local outreach venues.

10. For the period in which the project is being monitored by the Subsidizing Agency, upon the Town's request, the owner shall share all monitoring reports with the Town's Department of Planning and Community Development/Housing Division including annual rent increases and information verifying income eligibility for affordable units.

The Town of Brookline has engaged in longstanding, creative and fruitful efforts to create, promote, and preserve multi-family and affordable housing over the years—efforts that have been recognized by the Commonwealth and which have created and preserved over 2,200 units of affordable housing in Brookline.

We look forward to working with the Applicant and the Subsidizing Agency to ensure that the above conditions are met if a comprehensive permit is granted for this project.

---

**From:** marydewart@verizon.net <marydewart@verizon.net>

**Sent:** Thursday, January 21, 2021 4:02 PM

**To:** Alison Steinfeld <asteinfeld@brooklinema.gov>

**Subject:** 83 Longwood

Dear Director Steinfeld,

I recently attended the Brookline Select Board's on line public hearing for 83 Longwood Avenue.

I have the following initial concerns about the proposed project as presented:

- The building appeared out of context in both scale and mass.
  - The effect of shadows on existing buildings.
  - The effect of drastically altered drainage and major reduction of open space/landscape.
  - Building accessibility from the side and rear particularly for safety.
  - The impacts of increased transportation/auto demands with multiple stacked underground parking and front entry drop offs.
  - Would this building be a no fossil fuel building in keeping with climate urgency values?
- The development said at the meeting he was not committing.

Please let me know if you have any questions and please confirm receipt.

Thank you,  
Mary Dewart  
90 Toxteth Street.

**83 Longwood 40B Proposal – Initial Planning Board Comments**

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**To: Select Board, Alison Steinfeld****From: Planning Board****Date: January 23, 2021**

This memorandum summarizes the initial comments of the Planning Board based on its preliminary review of the PEL submission. The Planning Board had an opportunity to review the submission prior to its meeting on January 21, and to discuss the project at its meeting. Although the project developers and architect were not present, the attorney for the developer, Jennifer Dopazo Gilbert, was available to listen to comments and respond to questions. The Planning Board hopes that the ZBA will refer the project to the PB for further design review once it is formally submitted.

We are aware that this project is being proposed as the Town has, for the moment, fallen back below the 10% SHI milestone. If this remains the case once the project receives its PEL letter and is formally submitted, we will have little leverage over the scale of the project in terms of its program, massing, and height. The Planning Board, however, believes that the project should still be expected to conform to basic neighborhood planning standards while meeting its affordable housing goals.

With this in mind, the PB believes that this project has a number of major program and design issues. Among other things, it is significantly larger -- in height and site coverage -- than most of the dozen or more prior 40Bs in Brookline, with very minimal setbacks. This includes the proponent's own previous 40B projects at 45 Marion and 500 Harvard, which are both six stories. With only 20% of the units being affordable (although they are at 50% AMI, not 80%), this project only provides 3 more affordable units than would be required just by our current IZ -- 13 vs 10. Assuming, of course, that we would even allow a project of this size and density under our current zoning. Which we would not.

So, like most of our 40Bs, this is really an oversized luxury housing project, but in this case, with not much more affordable housing than we would normally get with a conforming project -- at least proportionally. A 50 unit 40B project with the more typical 25% affordability at 80% AMI would yield the same number of affordable units -- 13. More about this later. (We note, by the way, that the Architect's Narrative states that 25% of the units will meet affordability requirements.)

**Height**

The PB's primary concerns about this proposal relate to its overall height, FAR, and massing. The project is presented as a 7 story building, of which the residential portion is 6 stories, but at a height of 99 feet, it is the equivalent of a nine-story building. This is in large part because the ground floor is devoted to a triple-stacked mechanical parking system, with a 22-foot floor-to-floor-height. Remaining stories are a generous 12 feet floor-to-floor, with 10 foot ceiling heights, indicating that overall, this design makes no effort to constrain its height.

The height is further exacerbated by the fact that there is a 10 to 15 foot dropoff to the rear of the site, meaning that the abutters to the south will be looking at a 110-115 foot tower, set back only a minimal 8 feet from the rear property line. The proposed building is set back only 5

feet from the right lot line, and 10 feet from the left. The developer's presentation makes note of the fact that there are several other residential buildings of comparable height in the area, including the BHA's 90 Longwood senior housing development across the street. However, virtually all of these buildings are surrounded by significant open space – street frontages and surface parking and/or landscaped open areas and amenity spaces. The main 10-story building at 90 Longwood, for example, is set back approximately 65 and 75 feet from the right and left side lot lines, respectively, 35 feet from the rear, and 30 feet from the front.

#### **FAR (Floor Area Ratio)**

The submission's Zoning Summary notes the project's FAR is 4.95. This is almost 2.5 times the underlying allowable FAR of 2.0. The calculated FAR presumably does not include the large area of the ground floor that is devoted to parking, nor does it account for the fact that the ground level is equivalent to two full stories. If this were taken into account, a more accurate FAR – which is an attempt to describe the overall bulk of the building -- would be closer to 7.1 (approximately 14,580 SF per floor x the equivalent of 9 stories/ 18,375 SF lot area).

#### **Massing and Setbacks**

This project is fundamentally a "bar" building, with units arranged along either side of a double loaded corridor. Such buildings are typically 60-65 feet wide, which allows a garage level of similar width within the same footprint, often below grade. This building has two parking levels, one at grade, and one below grade, which are in fact approximately 65 feet wide. Such a building would fit comfortably within this 105 foot wide lot, with 20 foot side yards to each side. This building, however, is 90 feet wide, allowing for only a 5 foot side yard to one side, and ten feet to the other side. This is because it also provides a speed ramp to the lower parking level, with an additional 24 feet of building width above, for a total of 90 feet overall.

As a result, many of the units above are 38 to 40 feet deep – unusually deep units with windows on only one wall. Six of the 11 units on each floor have this unusual depth, with windows on only one side. Only one unit of this type is illustrated in the preliminary submission, and it shows a windowless "home office" in the interior of the unit.

#### **Program and Livability**

As noted above, there are significant issues within the design that affect the livability of the units. While the units are deep, they are relatively narrow: typical one bedroom units appear to be only 22 feet wide overall, providing a fairly minimal 10 foot wide bedroom and 12 foot wide living area. A two-bedroom unit appears to have only 29 feet of window wall – not even enough for three ten foot wide rooms (two bedrooms and a living room), not to mention taking into account the walls between them. A plan for this unit type is not provided.

Furthermore, the unit areas listed in the application and shown on the plans do not appear to be accurate; in every case, they appear to measure substantially smaller than their listed areas. Although the units are not themselves dimensioned on the preliminary drawings, based on scaled measurements, we note the following discrepancies for the most common unit types:

Unit Type	SF Area (Application)	SF Area (Plans)	SF Scaled (Approx)
1 BR	900 (average)	701	636
1 BR		737	624
1 BR + Den		945	836
1 BR + Den		994	880
1 BR + Den		1003	893
1 BR + Den		1036	914
2 BR	1300 (average)	1273	1118
2BR		1348	1220
2 BR		1383	1240
3 BR	1492	1508	1368

### **Parking**

The project proposes a parking ratio of 1.53 spaces per unit, and the triple-stacked ground floor parking scheme shown, as noted above, contributes significantly to the excessive massing of the building. It is unclear how this triple-stacked, two-level parking scheme works, and further explanation should be provided. At the Tuesday January 19 Select Board meeting, it was noted that the stacking system descends into a pit to access cars on the upper levels. However, the building section drawing shows the ground level stacking system sitting directly above the basement level garage, with no room for a pit.

Recent studies show that typical parking demand in recent residential construction is more in the one space per unit ratio – or less, so the amount of parking being proposed seems excessive. The proponent's previous 40B at 45 Marion has 64 units and 21 parking spaces; their proposed 500 Harvard 40B has 30 units and 6 spaces. It also appears that there are some 25 spaces on the existing parking lot to the rear and sides of the current building that are rented to neighborhood residents, over and above the spaces reserved for guests of the Beech Tree Inn. Some of these spaces may be used by residents of the adjacent 85-93 Longwood apartment complex, which was formerly under the same ownership as 83 Longwood, and which has no on-site parking of its own. What will happen to the users of these spaces?

If part of the proposed parking is intended to be rented to neighborhood residents, as the proponents have suggested, therefore functioning as a commercial parking garage, should the Town be required to accept the additional height and bulk this creates as part of a 40B project?

### **Presentation**

The cover sheet of the November 18 Concept Set presents a perspective view of the proposed building that is misleading in several respects. The survey shows that the adjacent building at 85-93 Longwood (formerly under common ownership with 83 Longwood) is right on the property line at the front of the lot, and set back only 5 feet to the rear. The proposed building is set back 10 feet from this property line, and the ground floor plan shows a transformer pad just behind the front of the building occupying virtually the entire setback area. So there is only ten feet between the corners of the new building and the existing building, with the space filled by a transformer.

However, the rendering shows a green space, filled with landscaping, as wide as the adjacent 20 foot wide driveway entrance. In reality, the corner of the existing building to the left would be right at the edge of the grass area shown, with no landscaping visible. Furthermore, the

perspective rendering represents the existing buildings to either side as approximately as tall as the fourth floor of the proposed building. The height at this point is 46 feet. The existing buildings are three stories, and likely not more than 32-35 feet high. Exaggerating the height of these adjacent buildings under-represents the comparative height of the proposed building.

The survey is also inaccurate in that it shows the existing buildings to the right of the proposed building as only one story, and misrepresents their perimeter and position adjacent to the property line.

#### **Preservation – and Recommendations for Moving Forward**

There is one other obvious consideration: whether, on this fairly large lot, it would be possible to both preserve the existing Beech Tree Inn structure and create significant new housing, while meeting the affordability terms of 40B. A good nearby example (though not 40B) exists at 70 Sewall Avenue, where a handsome Victorian was moved forward on the site, and a new residential structure erected to the rear of the lot, connected to and integrated with the historic structure, with parking below grade.

Another excellent current example is nearly finished construction in Cambridge. See the website for Frost Terrace Apartments near Porter Square in Cambridge, a project that incorporates three existing historic homes with new construction for a total of 40 units that are 100% affordable at 30, 50, and 60% AMI. ([www.frostterapts.com](http://www.frostterapts.com))

**Key Recommendation:** If preservation is not possible, this project can and should be scaled back significantly. As noted above, a building approximately 65 feet wide would fit well on this property. With an increased rear yard of at least 20 feet, it should be possible to develop a building of 9 units per floor, with a mechanical parking garage below grade. Using a system similar to what is currently proposed, this below grade parking could accommodate one space per unit. The system could be accessed by an elevator – as other recent projects are using -- rather than the enormous speed ramp. Ideally, the location of this garage elevator could be moved further back from the front façade, providing more lobby and amenity space and better activating the building's ground floor frontage. If necessary, the below-grade parking could be extended beyond the building footprint toward the rear.

With a first floor reserved for lobby, amenity space, five units, and parking access, the five upper floors could accommodate 45 units for a total of 50 units. With 25% affordable units (at 80% AMI), this would generate 13 affordable units (12.5 units is rounded to 13) – the same number as in the current proposal, but in a building only 6 stories high and with significantly larger setbacks on all sides. With 20 foot side and rear yards, this would also result in a project which provides at least some ground level landscaped and usable open space, where currently the project provides none.

#### **Sustainability**

Finally, the PEL application is very vague as to the sustainability features of the proposed development. The MHFA "Sustainable Development Criteria Scorecard" within the application asks whether the project will promote clean energy, such as by using renewable energy sources, or solar access. While the response to this question is "yes", the required explanation as to how this goal is met is not provided. This project should be designed to be fossil-fuel free, using the criteria established by the Town's ongoing initiatives to encourage FFF design.

**Kate MacGillivray**

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**Subject:** FW: 83 Longwood PEL-To be sent to SB  
**Attachments:** 83 Longwood PEL SB Response 1.25.21.doc; HAB 83 Longwood Ave PB letter.doc; 83 Longwood comments.docx; 83 Longwood PB letter.docx

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**From:** Alison Steinfeld  
**Sent:** Monday, January 25, 2021 6:38 AM  
**To:** Kate MacGillivray  
**Cc:** Polly Selkoe; Monique Baldwin; Devon Fields  
**Subject:** 83 Longwood PEL-To be sent to SB

Dear Select Board Members-

Attached please find a revised letter to MassHousing that incorporates comments from the Select Board. Also attached are comments received following your hearing. All written comments from boards and the public will be attached to your letter to MassHousing.

Regards,

Alison



**Kate MacGillivray**

---

**To:** Alison Steinfeld  
**Subject:** RE: 83 Longwood Ave - Public Comment on Proposed Project

**From:** Matthew Partan [<mailto:partan1@aol.com>]  
**Sent:** Saturday, January 23, 2021 3:07 PM  
**To:** Monique Baldwin  
**Subject:** 83 Longwood Ave - Public Comment on Proposed Project

Good afternoon - We are writing to voice our concerns to the Select Board and Town about the proposed building for 83 Longwood Avenue.

We have reviewed the plans for the proposed building that were posted on the Town website, and feel that the proposed overall size of the building is far too large, exceeding the zoning limits in many aspects, and that the design is overly disruptive to the pedestrian-level character of the street.

The proposed building is taller than the adjacent buildings, is a solid rectangle that fills almost the entire lot. 83 Longwood is in an M2 zoning district with a 50' height limit and Floor Area Ratio (FAR) of 2.\* The proposed building with 7 stories (almost 100' tall) is twice as high as the zoning would allow, with an FAR >5.

The design is out of scale and proportion with the neighborhood. The proposed set backs and open space are non-existent. The other tall buildings in the immediate area all have significant set backs and open space around them. The proposed design with a 2-story above-ground garage space would be jarring for pedestrians and is entirely out of character of the neighborhood.

The large number of proposed parking spaces would encourage significant additional vehicular traffic in an already-congested area.

As proposed, we feel this would have a terrible negative impact on the neighborhood streetspace.

Thank you -

Matthew & Olga Parta (10 Kent Square, Brookline MA)  
Doris Partan (200 Kent Street, Brookline MA)



# *Town of Brookline*

## *Massachusetts*

Department of Planning and  
Community Development

Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445-6899  
(617) 730-2130 Fax (617) 730-2442

**Alison Steinfeld**  
Director

TO: Brookline Select Board

FROM: Joe Viola, Assistant Director for Community Planning

DATE: January 20, 2021

SUBJECT: Housing Production Plan RFP Update

As the Board may recall, Brookline's first Housing Production Plan (HPP) was approved by the Massachusetts Department of Housing and Community Development (DHCD) in November 2016. Our current HPP can be seen here:

<https://www.brooklinema.gov/1299/Housing-Production-Plan>

After certain Ch. 40B-related permitting thresholds were met in early 2017, the Town sought and received certification of its approved HPP from DHCD in March 2017. DHCD's certification provided the Town with temporary safe harbor and, in the midst of numerous Comprehensive Permit applications, gave the Zoning Board of Appeals a temporary reprieve from additional 40B proposals. The State's approval will expire on October 10, 2021, at which time the Town may not rely on the HPP to potentially provide a safe harbor from 40B Comprehensive Permit applications.

In light of the expiration date of the approval of the current HPP, the Planning and Community Development Department has prepared a draft Request for Proposals (RFP) to procure a consultant to update the document. An updated plan serves two purposes. First, if the Town's Subsidized Housing Inventory (SHI) is below 10%, future certification requests (if applicable) would require the Town to have a current, DHCD-approved HPP. Second, an updated HPP will help the Town to reassess its housing needs and to refine and adjust the plan's goals and production strategies accordingly. Even when the Town permanently exceeds 10% SHI, an accomplishment in itself, a thoughtfully updated HPP sets the groundwork for continued affordable housing production in a post-10% environment.

The draft RFP requires respondents to address all of the HPP components referenced in DHCD's guidelines, which will include updates to the plan's housing needs assessment, housing goals, and implementation strategies to meet the plan's housing goals. In addition to these required components, the RFP includes an expanded scope (see Task 5 – Pg. 10 of the HPP draft) that was included in response to Warrant Article 34, which was adopted at the November 2020 Town Meeting. WA 34 calls for the upcoming HPP planning process to include an evaluation of recommended zoning by-law changes that would encourage additional housing production to take account of potential fiscal and community impacts. To that end, Task 5 requires a more thorough analysis of production strategies (e.g. changes to zoning) than would be required in a standard HPP document.

The Housing Advisory Board undertook a thorough review of the proposed HPP scope at its December meeting and offered comments on a number of technical components. Other comments received from HAB members and members of the public called for a thorough and inclusive public process to inform the updated HPP. In response, the RFP emphasizes the importance of a robust public process and requires a consultant team to propose a plan for public engagement that is consistent with the objectives set forth in the Town's October 2020 Community Engagement Plan. We will also require that the chosen consultant team work closely with the Town's newly hired Community Engagement Strategist.

## 8.A.

You will note that the RFP does not include a maximum cost for these services. Rather, upon selection of a consultant and successful negotiation of a contract, the HAB will recommend to the Select Board that it appropriate Housing Trust funds to pay for the contract.

While no votes are being sought at the conclusion of this update, we are looking for the Select Board's concurrence that the HPP is sound. The Planning and Community Development Department hopes to have your support to work with the Chief Procurement Officer to issue the RFP on behalf of the Town.

**DRAFT 1-20-2021**

**TOWN OF BROOKLINE - PURCHASING DIVISION**  
**333 Washington Street Brookline, Massachusetts 02445**

**REQUEST FOR PROPOSALS**  
**HOUSING PRODUCTION PLAN CONSULTANT**

**GENERAL**

Competitive sealed proposals are invited in accordance with the provisions of Massachusetts General Laws, Ch. 30B for a Housing Production Plan for the Town of Brookline.

The Town of Brookline, acting by and through the Department of Planning and Community Development, seeks qualified consultants to prepare an update to its 2016 Housing Production Plan (HPP) for approval by the Select Board and Planning Board, followed by submission to the Massachusetts Department of Housing and Community Development for its approval.

Procedures under this Request for Proposals (RFP) require a separate and confidential submission of a Cost Proposal and a separate submission of a Technical Proposal. Technical Proposals will be evaluated without knowledge of prices by a committee appointed by the Chief Procurement Officer. The Chief Procurement Officer will determine the most advantageous Proposal after taking into consideration the evaluation of Technical Proposals made by the committee together with a consideration of prices set forth in the Cost Proposals.

Any questions pertaining specifically to the Scope of Services for this RFP are to be directed to: Joe Viola, Assistant Director for Community Planning, Brookline Planning and Community Development Department, 333 Washington Street, Brookline, MA 02445; telephone: (617) 730-2130; email: [jviola@brooklinema.gov](mailto:jviola@brooklinema.gov)

Any questions pertaining to the overall RFP are to be directed to David Geanakakis, Chief Procurement Officer, Purchasing Division, 333 Washington Street, Brookline, MA 02445; telephone: (617) 730-2195; fax (617) 264-6446; email: [dgeanakakis@brooklinema.gov](mailto:dgeanakakis@brooklinema.gov)

Proposals may be held open for a period of one hundred twenty (120) days from the proposal due date unless award is made sooner or the time for award is extended by consent of all parties concerned. Award, payment and performance obligations shall depend on the availability and appropriation of funds. The Town of Brookline reserves the right to reject all proposals.

## 8.A.

### PROPOSAL SUBMISSION PROCEDURE

Proposals will be received at:

Town of Brookline  
Town Hall, Purchasing Division  
333 Washington St., 2nd Floor, Room 212  
Brookline, MA 02445

The deadline for submission of proposals is Thursday February\_\_\_\_, 2021 at 2:00 p.m. at which time they will be opened in confidence in accordance with c. 30B, §6 (d).

Proposals submitted after that time and date will be rejected.

NOTE: Payment (Price) Proposals must be kept entirely separate from Technical Proposals. Failure to follow this instruction will result in rejection of the proposal.

**PLEASE NOTE: BROOKLINE TOWN HALL IS PARTIALLY CLOSED TO THE PUBLIC AT THIS TIME DUE TO THE COVID 19 SITUATION. IT IS PREFERRED THAT PROPOSALS ARE MAILED.**

**FOR IN PERSON DELIVERY, CONTACT (617) 730-2195 TO ARRANGE FOR PICK UP OF THE SEALED PACKAGE AT THE FRONT DOOR OF TOWN HALL.**

It is the sole responsibility of the Proposer to insure that the proposal arrives on time at the designated place.

NOTE: Cost proposals must be kept entirely separate from technical proposals. Failure to follow this instruction will result in rejection of the proposal.

#### **Technical Proposal shall be submitted as follows:**

Each respondent shall submit eight (8) copies (1 original and 7 copies) in a separate and sealed envelope clearly marked as follows together with one electronic proposal submitted to the Chief Procurement Officer.

**Proposal Envelope A—Technical Proposal  
Housing Production Plan Consultant  
Reference # P-21-10**

**Bidder's Name**\_\_\_\_\_

#### **Cost Proposal shall be submitted as follows:**

## 8.A.

Each respondent shall submit eight (8) copies (1 original and 7 copies) in a separate and sealed envelope clearly marked as follows together with one electronic proposal submitted to the Chief Procurement Officer.

**Proposal Envelope B—Cost Proposal**  
**Housing Production Plan Consultant**  
**Reference # P-21-10**

**Bidder's Name** \_\_\_\_\_

The Cost Proposal shall identify costs per task, including the fully burdened hourly rate of each individual assigned to each task. If modifications are proposed to the Scope of Services, the costs of said modifications should be clearly identified.

## **BACKGROUND**



## 8.A.

The Town of Brookline, acting by and through the Department of Planning and Community Development (Planning Department), requests responses from consultants interested in updating the Town's current Housing Production Plan (HPP). Updates should be consistent with section 760 CMR 56.03(4)(e) of the Guidelines dated December 2014 issued by the Department of Housing and Community Development (DHCD) under its regulatory authority established by 760 CMR 56.00. Brookline's current HPP was approved by DHCD in October 2016 and subsequently certified in March 2017 after 272 units were added to the Town's Subsidized Housing Inventory. State-approval of the current HPP will expire on October 10, 2021.

To create the current HPP, the Planning Department, in conjunction with an HPP working group and a consultant, undertook an extensive public process and sought diverse opinions on the production and retention of affordable and market-rate housing in Brookline. The process included the utilization of a community housing survey, organized focus groups, public workshops and public meetings -- including at the Select Board, the Planning Board and the Housing Advisory Board (HAB), a Select Board-appointed committee charged with advising the Select Board on housing-related matters. The final plan benefited from frequent and varied modes of community participation and feedback. As part of this HPP update, proposers must address the Town's commitment to maximizing outreach to and robust participation of diverse constituencies despite the challenges posed by the COVID-19 pandemic.

Sixteen Comprehensive Permit ("40B") applications have been submitted to the Town during the past seven years. Shepherding these applications through the review process has involved a significant amount of Planning Department staff time as well as an extraordinary commitment by the members of the Zoning Board of Appeals (ZBA) and support by other municipal departments. As a result, since 2015, Comprehensive Permits have been issued for a total of 752 residential units, of which 204 are subject to deed restrictions in perpetuity. An additional 287 units, of which 71 are affordable, are pending before the ZBA. During that same time period, approximately 93 new non-40B housing units have been permitted by the ZBA under Chapter 40A. Therefore, approximately 1,132 units have either been permitted or are pending before the ZBA, representing a potential increase of 4.3% to the Town's existing housing stock since 2015.

On July 7, 2020, the Town's percentage of SHI-eligible housing stock reached 10.21%. As of January 2021, the Town has fallen slightly below to 9.90%. The Town anticipates that, for various reasons, the Subsidized Housing Inventory (SHI) count will fluctuate until projects are granted Certificates of Occupancy, at which point they will be permanently on the SHI. Even after the 10% benchmark is met, the Town will proactively identify other affordable housing opportunities, including potential "friendly" 40B's, with the goal of guiding both market and affordable housing development to appropriate sites that complement the integrity of the Town's residential and commercial areas.

Brookline has a longstanding commitment to creating and supporting affordable housing. The Boston Foundation's Greater Boston Housing Report Card for 2019 identifies the following six municipal "Best Practices" relating to affordable housing:

## 8.A.

1. Multifamily Permitting
2. Accessory Dwelling Unit Bylaws
3. Inclusionary Zoning
4. Mixed-Development
5. Community Preservation Act
6. Affordable Housing Trust

Brookline currently engages in five of these six Best Practices. In fact, Brookline established one of the state's earliest affordable housing trust funds over 30 years ago. To date, the Town's Affordable Housing Trust has received nearly \$15 million and invested about \$11 million toward the creation and preservation of a wide range of affordable housing units. Regarding the one remaining Best Practice — the Community Preservation Act — the November 2020 Brookline Special Town Meeting voted to recommend adoption of the CPA in a May, 2021 voter referendum.

The Town has consistently committed municipal resources (both staff and funding) to facilitate new development and to preserve and improve existing affordable units. In addition, by adopting and applying inclusionary zoning to residential developments and through the review of 16 40B Comprehensive Permit projects, Brookline has both directly and indirectly participated in the production of affordable housing ranging from traditional public housing to creative mixed-income and mixed-use projects.

To respond to documented housing needs, both in Brookline and in Greater Boston, the Housing Production Plan update will offer continued guidance to the Town in its task to create a diverse housing supply that meets the 10% SHI goal. As critical, the plan will assist the Town in its ongoing efforts to increase the stock of affordable housing in a post-10% SHI environment. Accordingly, the Town of Brookline seeks to engage a consultant to update its HPP in order to achieve two fundamental objectives:

- Expand upon and further articulate the strategies and goals set forth in the 2016 HPP to encourage and incentivize further affordable and market-rate housing production and to retain and improve the existing affordable housing stock.
- Secure approval of the updated HPP by the Select Board and Planning Board in order to make it eligible for DHCD approval and potential certification in order to achieve a "Safe Harbor" status under Chapter 40B regulations if the Town's SHI falls or remains below 10% during the next five years.

### **SCOPE OF WORK**

The selected consultant will be required to prepare and deliver an updated HPP to the Town that is consistent with section 760 CMR 56.03(4) of the December 2014 Guidelines promulgated by DHCD and that meets the regulatory requirements for HPPs contained in 760 CMR 56.

## 8.A.

Aside from meeting all of the required elements of an HPP, a major focus of this update will be to review, refine and expand the housing production strategies initially informed and shaped through public engagement undertaken during the preparation of the 2016 HPP. The production strategies contained in the 2016 HPP were widely accepted and supported by the public, the Select Board, Planning Board and the Housing Advisory Board. While a number of these strategies have been implemented (particularly regulatory and local policy and planning recommendations) other strategies are currently being studied and analyzed by Planning Department staff with the goal of increasing the number of square feet of housing and mixed-use development permitted each year and, in turn, enabling more opportunities to apply the Town's Inclusionary Zoning Bylaw.

The 2016 HPP and other planning documents completed by the Town will provide a great deal of information and data for use by the selected consultant. This includes: a Strategic Asset Plan (SAP) to identify and evaluate existing municipal facilities and to identify new facilities that will be needed in the next 5 to 15 years for its programmatic and service goals, including affordable housing; and, a Major Parcel Study (MPS) that identifies properties throughout Brookline that might offer development potential. The SAP and the MPS were completed following the adoption of the 2016 HPP.

Public participation is a long-standing priority of the Town of Brookline and a fundamental component of its government structure and operations. Therefore, the active and genuine engagement of all interested constituencies will be crucial in updating the current HPP. The Town is committed to insuring that the process is transparent and encourages the participation of all constituencies, particularly as it relates to the identification of public and private sites or areas that are appropriate for future housing development. Proposers should be prepared to employ public engagement strategies that will maximize accessibility to residents who will be participating remotely as a result of the COVID-19 pandemic, including the ability to run large public meetings as well as focus groups via the Zoom platform. Obviously, if circumstances improve and the restrictions on social gatherings are reduced or eliminated, the Town and the consultant will be able to adjust the approach to public engagement.

The Consultant shall be available to meet remotely with a working group consisting of representatives of the Housing Advisory Board, Planning Board and Planning Department. These meetings, which will be conducted remotely until further notice, will be held during normal working hours. The Planning Department will administer the contract, be available to respond to questions on a daily basis, and provide administrative support in scheduling and coordinating both public and in-house meetings.

The Consultant shall comprehensively address each of the elements identified and expanded upon in the aforementioned DHCD Guidelines and undertake the following specific tasks:

**Task 1: Develop and implement a robust public engagement process that genuinely involves the public in various forums.**

The Town of Brookline is committed to engaging members of the public who have not traditionally been involved in governance. Toward that end, the Town has adopted a [Community Engagement Plan](#) reinforcing the importance of aggressively seeking out those who tend not to participate in local government. The consultant will be required to propose a public engagement plan consistent with the objectives set forth in said Community Engagement Plan.

In consultation with the HPP Working Group, the consultant shall develop and administer a robust community input process to inform the identification and development of needs, goals and strategies including but expressly not limited to:

1. Focus groups of key stakeholders and a community survey to inform needs and possible strategies to address those needs
2. At least two larger public forums to review draft goals and strategies
3. Meeting with HAB to review progress and receive feedback
4. Present final Plan to Planning Board for approval
5. Present final Plan to Select Board for approval

**Task 2: Complete an Update to the Comprehensive Housing Needs Assessment**

The Planning Department will provide existing data and plans to assist in the completion of this task. Available supporting data includes:

- 2016 Housing Production Plan
- FYs 21 - 25 CDBG and HOME Consolidated Plans
- HOME Housing Needs Assessment
- FY2016-2020 WestMetro HOME Consortium Regional Fair Housing Plan
- FY 21-25 Analysis of Impediments to Fair Housing Choice (if complete in '20)
- 2010 Census Update and recent ACS Data
- 2018 Strategic Asset Plan
- 2018 Major Parcel Study
- 2021 Multifamily Study, Brookline Regulatory Planning Division (expected)
- Planning Department documents provided from Regulatory and ED-LT Divisions—including Lower Boylston Study, when complete.
- Data from 2020 Census, to the extent that it is available
- Warrant Article 34—Special Town Meeting November, 2020

The Needs Assessment should utilize available census and other data to determine the housing needs and gaps for current Brookline residents as well as account for both town and a reasonable share of regional population growth over the next 10 years. The Needs Assessment should break down housing needs for households earning 30%, 60%, 50%, 80% and 100-120% area median income (AMI) as well as middle-income households earning up to 150% of AMI.

Additionally, the Housing Needs Assessment should identify housing needs of specific sub-populations including senior households, students, persons with disabilities, small households, and family households to determine if the current supply of housing for these sub-populations is sufficient. Included in the Needs Assessment should be an identification and acknowledgement of changing trends in housing demand.

### **Task 3: Formulate Affordable Housing Goals**

The consultant will work with the community, staff and boards to create achievable numerical goals to meet the five-year annual production goals required by HPP Guidelines as well as to meet additional longer-term housing needs identified in the Housing Needs Assessment that span the next ten years. Goals will focus on specific production goals for each of the following: extremely-low, very low, low; moderate and middle-income households; and market-rate housing. Goals should also consider specific populations such as seniors, students, persons with disabilities, small households, and family households and encourage the increased participation of racial and ethnic minority households.

### **Task 4: Update Housing Production Strategies**

As part of an update to Housing Production Strategies, the consultant should review the approved 2016 HPP and the four subcategories of strategies contained therein. The consultant should assess the effectiveness of the strategies that the Town has implemented and the extent to which they were implemented, prioritize other strategies yet to be implemented and identify new strategies that should be adopted to meet identified housing production goals. Updates to production strategies, particularly regulatory strategies, should evaluate and to the extent appropriate, incorporate the current and ongoing work of the Planning and Community Development Department's Regulatory Division. This updating should include tentative timelines within the 10-year planning horizon as well as commentary on how this and other current and anticipated planning initiatives by the Planning Department should interrelate.

Focus should be on the following key areas:

#### **1. Production of New Housing through Regulatory Changes**

These strategies shall include but not be limited to:

- a. The Multifamily Study and related Parking Demand Study coordinated by the Regulatory Division for CY 2021. As expanded upon in Appendix X, the Multifamily Study is focused on understanding how the Town's dimensional controls impede housing development; the Parking Demand Study is examining changing attitudes toward automobile usage and the implications of those changing attitudes for the market and ultimately zoning. The Multifamily Study will generate recommended zoning changes to multifamily and mixed-use zoning districts (M, L, G) to facilitate housing production and in particular affordable housing through the application of inclusionary zoning. The Planning Department will provide timely information to the consultant relative to the Multifamily Study, the Parking Demand Study as well as other ongoing work. The Consultant shall evaluate the magnitude these zoning

## 8.A.

recommendations could have toward achieving the annual SHI-eligible housing production target of 0.5% and possibly beyond.

- b. Alternative approaches to increasing both affordable and market rate housing production such as expedited permitting under specified conditions, commercial linkage payments, density bonuses for affordable housing as a Public Benefit Incentive, waiving fees for projects that involve dedicated affordable housing, and other possible zoning incentives to encourage greater housing affordability.
- c. Continued utilization of zoning overlays and 40B to generate a variety of new housing stock, including mixed-use/mixed-income development.
- d. Other

### 2. Preservation of Existing Affordable Housing

Preservation strategies, including but not be limited to:

- a. Work with the Brookline Housing Authority (BHA) via the RAD Program and develop other strategies to respond to the needs of state-owned public housing for families.
- b. Continue use of Town-controlled funding to meet capital needs of state public housing, including CDBG and other potentially available resources.
- c. Review and strengthen restrictions on Expiring Uses. Engage with property owners in long-term planning.
- d. Continue to support resales of affordable ownership units to income-eligible households.
- e. Other

### 3. Resources and Capacity Building

These strategies should include but not be limited to:

- a. Expand existing sources of funding to support affordable housing (e.g., inclusionary zoning payments, free cash, CDBG, HOME, etc.)
- b. Explore potential new sources of funding to support affordable housing (CPA, Real Estate Transfer Tax, commercial linkage fees, etc.) With respect to linkage, evaluate the feasibility of adopting a linkage program, including the appropriate next steps required to implement linkage, and provide an overview of comparable existing linkage programs in peer communities.
- c. Expand capacity of local non-profits and developers, including Brookline's locally based CDC, to support goals of the HPP.
- d. Ensure adequate Town staff and funding to accomplish the goals of the HPP and implementation of the proposed strategies.
- e. Other

### 4. Fair Housing and Public Education

These strategies should include but not be limited to:



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- a. Continued public education related to affordable housing
- b. Promote use of housing forums, use of social media, community cable TV, newsletters/publications, as well as tours of successful development projects.
- c. Continue trainings to specific stakeholders on key aspects of Fair Housing.
- d. Other

### **Task 5: Develop and test specific location-based recommendations for housing production, including zoning recommendations**

Warrant Article 34, a Resolution adopted at the November 2020 Brookline Special Town Meeting, urges the Town to engage in a planning process to expand on the specific analyses and recommendations of 2016 Housing Production Plan. The planning process will include evaluation of whether recommended changes to the zoning by-law to encourage and incentivize additional housing units takes account of the fiscal and community impacts of potential development under such zoning changes. In keeping with Warrant Article 34, the consultant will complete a two-pronged task as follows:

1. Develop location-based housing and mixed-used development scenarios that will inform the process of establishing town-wide housing production goals, both multi-year and annual; and
2. Apply a methodology that will help the Town to understand fiscal and community impacts

As a means of projecting a range of achievable town-wide five-year and broader ten-year housing production goals, the consultant, in consultation with the HPP working group, will identify individual locations deemed to be potential candidates for new housing development. Such locations will include:

1. Discrete segments of mixed-use corridors including, but not necessarily limited to, those identified in the Town's 2016 Housing Production Plan;
2. "Opportunity Nodes" consisting of multiple parcels including, but not necessarily limited to, those identified in the Town's 2016 Housing Production Plan; that may be appropriate for new market rate and affordable housing development; and
3. Major individual parcels owned by the Town or by private institutions

The total number of discrete geographic locations to be evaluated should be not less than 12 or more than 20. (Respondents are encouraged to address this range in the Technical Proposal and, if the response has implications for cost, in the Cost Proposal.)

Completion of this Task will include the following:

1. Consider a range of development scenarios for each of the above-described potential housing development locations that would allow the Town to increase its low- and moderate-income year round housing units (as counted on the SHI) in an amount equal to or greater than 0.5% of the housing stock (131 units/year

## 8.A.

per the 2010 census). The consultant shall also project the number of non-SHI eligible units that could be generated under the various scenarios. Definitions should include brief descriptive narrative and rationale; key applicable metrics (e.g., average FAR, total development square footage, housing mix, single vs. mixed use); and visioning tools to be used for both public engagement and the final Report.

2. Examine the Fiscal Impact and Buildout Model (FIBM) developed by the Harvard College Consulting Group for the Town and consider its potential suitability, including possible enhancements by the consultant (e.g. GIS interface, 3-dimensional software), to aid in producing the needed development and visioning scenarios, including projected fiscal impact, for each of the above-described potential housing development locations. (For further description of the FIBM, see Appendix XX)
3. Produce a town-wide map or maps that depict these housing development opportunity locations;
4. Produce a preliminary range of development scenarios for mixed-income housing; illustrate a range of potential housing unit production for each of the above-defined individual development opportunity locations and utilize basic models to depict massing under the various location-specific scenarios;
5. Evaluate and refine preliminary scenarios and projections, taking account of public input and other planning considerations, e.g., transportation, and accessibility, alternative public and private uses, neighborhood compatibility (scale and use), climate sustainability, commercial area vitality, public safety, open space, fiscal impact and other identified planning and citizen recommendations.
6. Recommend specific re-zoning or zoning overlays that could achieve the targeted range of new housing units, as appropriate, for each of these identified locations, based upon model scenario output and public discussion. (NOTE: This task does not include any project specifications or preparation of detailed zoning articles.)

### **PROJECT SCHEDULE**

The consultant shall complete its work within nine months from notice to proceed. During said time, the consultant shall present preliminary findings following approximately six months. Each respondent must address the issue of project schedule in its Technical Proposal, provide benchmarks for completion of specific tasks, and, if warranted, provide an alternative schedule including benchmarks together with an explanation.

### **DELIVERABLES**

## 8.A.

The consultant shall provide the following deliverables to the Town:

- Power point presentations as well as other collateral material for each of the public meetings identified above
- Twenty bound copies of the Housing Production Plan, including a separate stand-alone Executive Summary, in both written and electronic format
- Specifications of any model that the consultant may create to generate development scenarios, fiscal analyses and/or housing production projections

### **PROPOSAL CONTENTS**

#### **I. Technical Proposal**

A. The technical proposal shall contain, at a minimum, the following:

1. Letter of interest
2. Proposal interest form
3. At least three relevant references, including contact name, phone number, e-mail address, and nature of project work. For the Proposer (including any proposed subcontractors), a biography describing the proposer's history, location(s), legal composition, ownership, organizational structure and key staff; evidence of prior experience with completed projects of a similar scope and magnitude; information regarding the type of other projects and developments including location and dollar value; and history of working with neighborhood groups and local officials in a major planning project.
4. Background information on each team member including resume, relevant experience, proposed role in the development of the Housing Production Plan, and extent to which s/he has worked with other team members.
5. Certificate of Authority (if the proposer is a corporation)

B. The Technical Proposal should also include:

1. A discussion of the Scope of Work that indicates an understanding of the scope and methodology, and how the Respondent proposes to respond to the overall objective of creating an HPP that will be eligible for approval by DHCD and will be implementable by the Town.

Respondents are encouraged to include in their Technical Proposals a discussion of alternative and/or supplemental approaches based on their experience and best professional judgment in preparing effective Housing Production Plans. The Cost Proposal shall identify the costs associated with these alternative and/or supplemental approaches, if any.

2. A Public Engagement Plan that responds to the Town's commitment to undertaking robust, inclusive and meaningful participation. This plan should include a discussion of the public participation process considering the limitations on public gatherings including expanding upon the basic parameters provided in the above scope with the understanding that genuine

## 8.A.

public participation involving a wide range of constituencies is critical to the long-term success of the Housing Production Plan.

Respondents are encouraged to include in their Technical Proposals a discussion of alternative and/or supplemental approaches based on their experience and best professional judgment to involve the public in difficult and potentially controversial land use issues. The Cost Proposal shall identify the costs associated with these alternative and/or supplemental approaches, if any.

3. A timeline identifying the amount of time allocated to each task, including a total timeframe for performance of the Scope of Services.

## **EVALUATION OF PROPOSALS**

### **Minimum Evaluation Criteria**

The Chief Procurement Officer (CPO) shall review all responses to ensure that each proposal includes the following aforementioned material, which shall constitute the Minimum Evaluation Criteria:

- Letter of interest
- Proposal interest form
- At least three relevant references, including contact name, phone number, e-mail address, and nature of project work. For the Proposer (including any proposed subcontractors), a biography describing the proposer's history, location(s), legal structure, ownership, organizational structure and key staff; evidence of prior experience with completed projects of a similar scope and magnitude; information regarding the type of other projects and developments including location and dollar value; and history of working with neighborhood groups and local officials in a major planning project.
- Background information on each team member including resume, relevant experience, proposed role in the creation of a Housing Production Plan, and extent to which s/he has worked with other team members.
- Certificate of Authority (if the proposer is a corporation)

All Technical Proposals that the CPO determines meet said minimum evaluation criteria shall be referred to an Evaluation Committee, appointed by the CPO.

### **Comparative Evaluation Criteria**

Each proposal referred to the Evaluation Committee by the CPO shall be rated according to the following comparative evaluation criteria. Each of the criteria will be weighted equally.

Criterion: Proposer's approach to enhancing diversity in assembling a team

Highly advantageous: The proposer's lead or co-lead consultant for this project qualifies as a Disadvantaged Business Enterprise (DBE) and is certified by the Commonwealth of Massachusetts Supplier Diversity Office (SDO). The proposal includes a clear description of the DBE's role as the lead/co-lead consultant and their involvement is specific project-related tasks.

Advantageous: The consultant's team for this project includes sub-consultant(s) that qualify as a Disadvantaged Business Enterprise (DBE) and are certified by the Commonwealth of Massachusetts Supplier Diversity Office (SDO). The proposal includes a clear description of the DBE's role as a sub-consultant and their involvement in specific project-related tasks.

Not Advantageous: The consultant's team for this project neither includes a lead/co-lead consultant nor sub-consultants that qualify as a Disadvantaged Business Enterprise (DBE), as certified by the Commonwealth of Massachusetts Supplier Diversity Office (SDO).

Criterion: Quality and breadth of proposal and understanding of the complexity of the task

Highly advantageous: Application is clear, well-organized and expands upon the content of the RFP to indicate a full grasp of the issues involved.

Advantageous: Application is generally clear, reasonably well-organized but fails to indicate a full understanding and grasp of the issues involved.

Not Advantageous: Application is not clear and/or not well-organized and fails to indicate an understanding and grasp of the issues involved.

Criterion: The breadth and extent of experience of the team members in preparing DHCD-approved Housing Production Plans

Highly advantageous: Key members of the professional team members have direct and applicable experience in preparing at least two Housing Production Plans.

Advantageous: At least one of the professional team members has prepared at least one Housing Production Plan.

Not Advantageous: None of the professional team members has experience in preparing a Housing Production Plan.

Criterion: The breadth and extent of experience in and knowledge of regulatory and land use planning in Massachusetts, including but not necessarily limited to Chapters 40A, 40B, 40R and 40S.

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Highly advantageous: Key members of the professional team have extensive experience and proven ability in applying and/or drafting Massachusetts land use statutes, by-laws/ordinances or regulations.

Advantageous: Key members of the professional team have limited experience with Massachusetts land use statutes, by-laws/ordinances or regulations.

Not Advantageous: Key members of the professional team have no experience with Massachusetts land use statutes, by-laws/ordinances or regulations.

### Criterion: Knowledge of and experience with real estate development and affordable housing issues, including but not limited to funding sources for subsidized housing

Highly advantageous: Key members of the professional team have extensive knowledge of and experience with real estate development and affordable housing issues.

Advantageous: Key members of the professional team have limited knowledge of and/or experience with real estate development and affordable housing issues.

Not Advantageous: Key members of the professional team have no knowledge or experience with real estate development and affordable housing issues

### Criterion: The breadth and extent of knowledge of and experience with policies to promote affordable housing and the financing of affordable housing projects and programs.

Highly advantageous: Key members of the professional team have extensive knowledge of and experience with affordable housing policies and the financing of affordable housing projects and programs.

Advantageous: Key members of the professional team have limited knowledge of and experience with affordable housing policies and the financing of affordable housing projects and programs.

Not Advantageous: Key members of the professional team have no knowledge of or experience with policies to promote affordable housing and the financing of affordable housing projects and programs.

### Criterion: Proven experience in designing and undertaking robust public participation processes

Highly advantageous: Key members of the team have experience in designing and implementing a complex public participation process in at least one community that places a high priority on transparent and inclusive planning projects.

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Advantageous: At least one member of the team have been involved in facilitating a public participation process associated with a major planning study.

Not Advantageous: None of the members of the professional team have experience in developing and implementing a strong public participation process.

### **Evaluation Committee**

An Evaluation Committee shall be established by the Chief Procurement Officer.

The Evaluation Committee shall apply the Comparative Criteria, set forth above, to each proposal. Based on the presentation and written Technical Proposal submitted, the Evaluation Committee shall rate each proposal as: highly advantageous, advantageous, or unacceptable, in accordance with the provisions of M.G.L. Chapter 30B.

Following review of the Technical Proposals, the Evaluation Committee may, at its discretion, schedule individual interviews with any or all of the proposers for the purpose of further evaluation of a proposer's qualifications and ability to provide the required services. It is anticipated that these interviews will be conducted remotely.

Based on its review of the Technical Proposals, interviews, and Cost Proposals, the Evaluation Committee will make a recommendation to the Chief Procurement Officer for the award of a contract to the selected consultant.

The Town reserves the right to adjust the proposed plan of work and/or the proposed cost submitted by the selected consultant. The Town further reserves the right to reject all proposals and to not enter into a contract to prepare a Housing Production Plan.

### **BASIC CONTRACTUAL REQUIREMENTS**

The Town may enter into a contract with the selected Respondent. Said contract will contain, at a minimum, the following basic provisions:

#### **Hold Harmless Agreement:**

The successful Bidder agrees to defend, pay on behalf of, indemnify and hold harmless the Town of Brookline, its officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the successful Bidder, its employees, subcontractors or any independent contractors working under the direction of either the successful Bidder or subcontractor in the performance of this contract.

#### **Workers Compensation Insurance:**

The successful Bidder shall carry and maintain during the term of this contract, workers compensation and employers liability insurance meeting the requirements of the



## 8.A.

Massachusetts Workers Compensation Law on all the successful Bidder's employees carrying out the work involved in this contract.

### **General Liability Insurance:**

The successful Bidder shall carry and maintain during the term of this contract, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be included. This coverage shall protect the public or any person from injury or property damages sustained by reason of the successful Bidder or its employees carrying out the work involved in this contract.

### **Automobile Liability Insurance:**

The successful Bidder shall carry and maintain during the term of this contract, automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the successful Bidder or its employees.

**Subcontractors:** In the case of any work sublet, the successful Bidder shall require subcontractors and independent contractors working under the direction of either the successful Bidder or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the successful Bidder.

### **Additional Insured:**

The Town of Brookline, its officials and employees shall be named as additional insureds without restrictions on the successful Bidder's, subcontractor's, and independent contractor's liability insurance policies and certificates of insurance.

### **Proof of Insurance:**

The successful Bidder shall furnish the Town of Brookline with Certificates of Insurance and a copy of the policies if requested by the Town. The name of the project or contract to be covered must be listed on the certificates of insurance. Before commencing any performance under this Contract, the successful Bidder shall deliver all the Certificates of Insurance to the Town certifying that the policies stipulated above are in full force and effect.

### **Insurance Cancellation or Material Change Notice:**

The certificates of insurance shall state that the insurance company will provide thirty (30) days written notice prior to cancellation, non-renewal, or material change including reduction of insurance coverage or limits. The notice will be sent to the Town of Brookline, Purchasing Division, 333 Washington Street, Brookline, MA 02445, via certified mail.

**TOWN OF BROOKLINE, MASSACHUSETTS  
PURCHASING DIVISION  
333 WASHINGTON STREET  
BROOKLINE, MA 02445**

**REQUEST FOR PROPOSAL**

**Housing Production Plan Consultant**

**PRICE PROPOSAL**

**TO BE SUBMITTED IN SEPARATE ENVELOPE B**

Selection of a Respondent to perform this professional study will be based upon qualifications, experience, historical performance record, understanding of needs, price, suggested innovations, and the Respondent's proven capabilities. In addition to the data and documentation being submitted by the Respondent in response to this request, the municipality will also rely on information received from the references submitted with proposal.

Bidder's Name: \_\_\_\_\_

Name of Individual or Company Making Proposal

The prices quoted and totaled below include the cost of all labor, materials, insurance, and all other necessary expenses to fulfill the conditions of the contract. All travel costs to be incurred by the contractor shall be paid by contractor.

The following detailed price proposal is based upon the Scope of Services. Consultants are encouraged, where appropriate, to propose creative, innovative and cost-effective approaches to the Scope of Services. The Technical Proposal and Price Proposal may reflect modifications or alternative approaches to the general Scope of Services.

**TOTAL PRICE**

\$ \_\_\_\_\_

The Town of Brookline reserves the right to choose any or all of the phases or tasks to be resulting from this RFP. **Vendors MUST provide pricing on all phases and tasks.** Some of the phases and tasks may not be awarded and deleted phases and tasks may be assumed by the Town.

**TOWN OF BROOKLINE, MASSACHUSETTS  
PURCHASING DIVISION  
333 WASHINGTON STREET  
BROOKLINE, MA 02445**

**REQUEST FOR PROPOSAL**

**Housing Production Plan Consultant**

**PROPOSAL SIGNATURE FORM**

**THIS FORM IS TO BE SUBMITTED IN ENVELOPE A - TECHNICAL PROPOSAL**

The undersigned, hereafter called the proposer, having fully familiarized him/herself with the entire Request for Proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope A) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M.G.L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

Our Company is:      A Corporation \_\_\_\_\_  
                              A Partnership \_\_\_\_\_  
                              Individually Owned \_\_\_\_\_  
                              Other (specify) \_\_\_\_\_

Company Name: \_\_\_\_\_

Social Security or Federal Identification Number: \_\_\_\_\_

Signature of Individual or Authorized Official: \_\_\_\_\_

Title of said Individual or Official: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**FY2022 OBJECTIVES\***

*\*In no particular order.*

**Finance and Administration**

1. To ensure the Town's budget allocates resources responsibly to ensure long-term financial sustainability while observing prudent financial practices that retain the Town's Aaa credit rating.
2. To continue to review and implement prudent recommendations made by the Brookline Fiscal Advisory committee concerning Town and School budget principles and policies.
3. To review, discuss, and adopt Select Board goals to provide direction to departments and improve performance indicators.
4. To review and update boards and commission applications and simplify the process to search and apply for openings.
5. To review and implement police reform policy recommendations made by the Task Force to Reimagine Police and the Select Board Committee on Policing Reforms.

**Diversity and Community Engagement**

6. To provide leadership and support to the Town Administrator, the Diversity, Inclusion and Community Relations Office, Boards and Commissions, Town Departments, and other community stakeholders in collaborative efforts to implement meaningful diversity and inclusion initiatives and continue the GARE evaluation process.
7. To implement diversity and inclusion efforts into the Town's services, planning, procurement, and hiring processes.
8. To review and collaborate with ODICR, the new Community Engagement Strategist, Town departments, and the public to assess, provide recommendations, and improve community engagement programming and processes.
9. To work with Town departments and a racial equity consultant to review and implement town equity reform recommendations.
10. To encourage Town staff to develop innovative programs and initiatives to increase Brookline's racial diversity through marketing or outreach programs and work with the CDICR to develop the Racial Equity and Advancement Fund.

**Economic Development, Planning, and Regulation**

11. To pursue re-codification and an update to the zoning by-laws that meets Town needs and objectives.
12. To continue to work with the Cannabis Mitigation Advisory Committee and the Cannabis to responsibly monitor and implement mitigation efforts regarding marijuana establishments within the Town.
13. To support the Community Preservation Act's adoption and implementation, assuming that Brookline residents vote to adopt the CPA during the spring election.
14. To support the increase in the production of quality affordable senior, middle-income, and low-income housing and ensure that the Town qualifies for safe harbor under Chapter 40B.

## 9.A.

15. To develop and implement local rules and regulations in conjunction with State regulations associated with short-term property rentals.

### **Environmental Planning**

16. To identify and pursue fossil-fuel-free opportunities for municipal buildings and support energy-efficient projects.
17. To encourage the use of different portfolio options for the Town and our municipal electricity contract to achieve the goal of zero emissions by 2050.
18. To continue to encourage the utilization of electric and alternative vehicles throughout the Town via EV charging investments and partnerships.
19. To work with the new Assistant Director of Sustainability to ensure that sustainable goals and priorities are reviewed and incorporated in the Town's policies and municipal projects.
20. To continue to work with National Grid to ensure they undertake appropriate mitigation and restoration actions to address gas leaks within the Town.

OFFICE OF SELECT BOARD

MEMORANDUM

TO: Select Board  
FROM: Justin Casanova-Davis, Assistant Town Administrator  
RE: **FY22 Select Board Budget Objectives**  
DATE: January 22, 2020

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Please find attached a draft listing of the Select Board FY22 Budget Objectives. We kept the document's format the same as the Select Board's approved format last year. These changes were adopted after recommendations by the GFOA Distinguished Budget Awards program. The Town once again was awarded a Distinguished Budget Presentation Award for its FY21 submission. The changes to limit the number of objectives to allow readers to clearly understand Town priorities and provide a manageable amount of objectives were received positively by budget reviewers as positive changes.

Please provide any feedback concerning the objectives as they need to be approved at the next Select Board meeting to meet budget printing deadlines.



## Commission for Diversity, Inclusion, and Community Relations

(As of January 2021)

### **Membership:**

Joan Lancourt, Chair	Term expires 2021
Mariah Nobrega	Term expires 2021
Eloise Lawrence	Term expires 2021

### **Vacancy** **Term expires 2021**

John Malcolm Cawuthorne	Term expires 2022
Jessica Chicco	Term expires 2022

### **Vacancy** **Term expires 2022**

Malcolm Doldron	Term expires 2022
Irving Allen	Term expires 2022

Kea van der Ziel	Term expires 2023
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Bob Lepson	Term expires, 2023
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Samuel Batchelder	Term expires 2023
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Rezaul Haque	Term expires 2023
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Bishnu Tamang	Term expires 2023
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Raul Fernandez	Select Board Representative
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Susan Federspiel	School Liaison
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Casey Hatchett	Police Liaison
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Emre Muftu	Student Liaison (2.11.2020)
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Steven Laduzinski resigned in 2020

Bishnu Tamang interviews for appointment 1.12.21

Ilhssane Leckey interviews for appointment 1.19.21

Jonathan Lau interviews for appointment 1.19.21

Bishnu Tamang appointed for a 3 year term expiring in 2023 (voted on 1.19.21)



## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Tue 12/15/2020 12:48 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Ihssane Leckey
Address	[REDACTED]
Home Phone	[REDACTED]
Work Phone	Field not completed.
Email	[REDACTED]
Application for specific Board/Commission?	Commission for Diversity, Inclusion and Community Relations
What type of experience can you offer this Board/Commission?	See resume
What type of issue would you like to see this Board/Commission address?	Diversity and inclusion in Brookline's civic engagement, particularly related to issues that disproportionately affect Brookline's most vulnerable populations.
Are you involved in any other Town activities?	Yes - see resume
Do you have time constraints that would limit your ability to attend one to two meetings a month?	n/a
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<a href="#">IHSSANE LECKEY - Resume.pdf</a>

Email not displaying correctly? [View it in your browser.](#)

# 10.B.

Ihssane Leckey  
(718) 873 - 6629  
[ihssane.leckey@gmail.com](mailto:ihssane.leckey@gmail.com)

Ihssane is a former Wall Street regulator with the Federal Reserve where she led efforts culminating in the largest actions taken to hold the biggest financial institutions in the world accountable post 2008 financial crisis and to prevent major economic crises and protect jobs and working families. A leader in her community on issues of racial justice, education equity and the environment, she has worked to build multi-racial, multi-faith and multi-generational solidarity, most recently as a [Congressional candidate in Massachusetts](#)' fourth district, and also through local, state and national organizing. As the first North African woman candidate in U.S. history, Ihssane has been credited with centering the debate on the global climate crisis and local environmental issues, helping her turnout and win a plurality of the youth and democratic working class vote in a crowded field. After immigrating to the US from Morocco in 2005, she worked sub-minimum wage jobs to put herself through community college. She earned a Women in Math scholarship to attend Boston University where she studied Economics and Math leading her to a career in public policy, public finance and economics.

## **PROFESSIONAL EXPERIENCE**

### **FEDERAL RESERVE, Special Examiner, 2014-2018**

- Implemented the [Dodd-Frank Wall Street Reform and Consumer Protection Act](#) to regulate and monitor the largest banks and complex financial institutions by incorporating the lessons learned from the 2008 financial crisis and ensure these financial institutions are held accountable in meeting their obligations to creditors and counterparties while continuing to lend to households and businesses
- Successfully led teams responsible for stress testing large financial institutions to ensure they could withstand future economic crises
- Led collaboration between OCC, FDIC, CFPB, the Federal Reserve, academia and industry to create efficient and well-informed regulation

### **PUBLIC RESOURCES ADVISORY GROUP, Public Finance Analyst, 2012-2013**

Provides independent financial advisory services nationally, with focus on ongoing engagements with public-sector clients.

- Helped the city retire \$289 million in bonds after the city of Harrisburg, PA faced [a potential default](#) and enabled city leadership to obtain bullet loan repayment from the State of Pennsylvania
- Performed funding analysis on approximately 130 municipal debt issuances ranging in size from \$19 million to over \$1 billion

### **PHILABUNDANCE, External Affairs Associate - Policy, 2011-2012**

Delaware Valley's largest hunger relief organization, acquiring, rescuing and distributing food to 90,000 people weekly.

- Researched the economics of agricultural subsidies and the availability of affordable food sources in low-income communities
- Proposed a plan of political action to lobby and influence the state of Pennsylvania to extend aid to populations stricken by hunger

## **COMMUNITY LEADERSHIP (abbreviated)**

- Advisory Board of Rank The Vote US and Honorary Co-Chair of Yes on 2 RCV Massachusetts
- Brookline Public Schools Parents Advisory Committee
- Leadership team of Brookline Racial Justice and Equity
- People of Color Coalition
- Sisterhood of Salaam Shalom
- Member of 350 Mass Action
- Organizer in the Sunrise Movement

## **EDUCATION**

BOSTON UNIVERSITY, SCHOOL OF ARTS AND SCIENCES, Bachelor of Arts in Economics and Mathematics, 2008-2010

BOROUGH OF MANHATTAN COMMUNITY COLLEGE, 2006-2007

**Languages:** Fluent in English, Modern Standard Arabic, French and Moroccan.

**Online Form Submittal: Board/Commission Application Form**

notifications@brooklinema.gov &lt;notifications@brooklinema.gov&gt;

Wed 12/16/2020 7:55 PM

To: Devon Fields &lt;dfields@brooklinema.gov&gt;; Ben Vivante &lt;bvivante@brooklinema.gov&gt;

**Board/Commission Application Form**

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Jonathan Lau
Address	[REDACTED]
Home Phone	[REDACTED]
[REDACTED]	[REDACTED]
Email	[REDACTED]
Application for specific Board/Commission?	Diversity and Inclusion and community relations
What type of experience can you offer this Board/Commission?	I am a minority business owner and have lived in the town of Brookline for over 35 years.
What type of issue would you like to see this Board/Commission address?	Racial equity and Advancement
Are you involved in any other Town activities?	None at the time
Do you have time constraints that would limit your ability to attend one to two meetings a month?	no time constraints
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	Field not completed.

Email not displaying correctly? [View it in your browser.](#)



## Brookline Conservation Commission (As of 1/21/21)

### MEMBERSHIP, APPOINTMENT, TERM

(a) The Commission shall consist of **seven members** (excluding associates), all of whom shall be appointed by the Select Board to serve for a term of three years. There are currently two vacant positions on the Commission.

(b) The initial appointments shall be made for staggered terms as follows: the term of one members shall expire after one year, the terms of two members shall expire after two years, and the terms of four members after three years. When a vacancy occurs, an appointment shall be made by the Select Board. The Commission shall recommend to the Board of Selectmen candidates to fill vacancies. A person is not precluded from serving more than one term. Commissioners must be residents of the Town of Brookline.

### MEMBERS:

1. **Pamela Harvey**.....Term expires 2019
2. **Werner Lohe** .....Term expires 2020
3. **Marcus Quigley** .....Term expires 2021 – Chair
4. **Roberta Schnoor** .....Term expires 2021 – Vice Chair
5. **Pallavi Kalia Mande**.....Term expires 2021
6. **Vacancy** .....Term expires 2020
7. **Vacancy**.....Term expires 2019
8. **Marian Lazar** .....Term expires 2017 – Associate

### THIS IS A SEVEN MEMBER BOARD

Will Corrdin interviewed for appointment on 12/18/20

Samuel Burrington interviewed for appointment on 12/18/20

Werner Lohe interviewed for reappointment on 1/12/21

Marian Lazar interviewed for reappointment on 1/12/21

Pamela Harvey interviewed for reappointment on 1/19/21

**Online Form Submittal: Board/Commission Application Form**

notifications@brooklinema.gov <notifications@brooklinema.gov>

Sun 11/8/2020 9:16 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

**Board/Commission Application Form**

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	Will Corrdin
Address	[REDACTED]
Home Phone	[REDACTED]
Work Phone	[REDACTED]
[REDACTED]	[REDACTED]
Application for specific Board/Commission?	Conservation Commision
What type of experience can you offer this Board/Commission?	former volunteer w/ the Trustees of Reservation, sometime volunteer w/ Brookline Parks and Rec
What type of issue would you like to see this Board/Commission address?	open space preservation
Are you involved in any other Town activities?	<i>Field not completed.</i>
Do you have time constraints that would limit your ability to attend one to two meetings a month?	<i>Field not completed.</i>
IF RELEVANT, YOU CAN ATTACH OTHER MATERIALS (RESUME, NEWSPAPER, MAGAZINE, OR JOURNAL ARTICLE, ETC.)	<i>Field not completed.</i>

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December 14, 2020

Dear Brookline Board of Selectmen,

I am writing to express my interest in joining the Town of Brookline Conservation Commission. As a life-long Brookline resident I have witnessed the transformation of both Brookline's built environment and its open spaces over more than two decades and have a vested interest in ensuring that these processes continue in an environmentally and socially conscious manner. I believe it is essential that we take great care in balancing the needs of our growing population against our collective responsibility to minimize our community's environmental impacts and preserve its natural features.

In addressing issues under the Conservation Commission's purview my perspective would be shaped by a diverse personal, professional, and academic background that would allow me to provide valuable input. Over the course of my brief career, I have worked in construction management, both supervising field operations and assisting developers and design teams throughout the preconstruction process. Prior to this, as a student at Williams College I studied environmental economics and conducted statistical analyses of the polluting effects of labor market shifts and public policy decisions. For shorter periods I have also worked on a small farm and in a large salmon fishery and have administered a field study of the localized consequences of climate change in the Bahamas. I possess a strong understanding of the challenges and benefits of smart urban growth, the ecological and societal value to be gained from protecting natural spaces and processes, and the frequent tension between economic expansion and environmental health and conservation.

Finally, as an active person, a lover of the outdoors, and, as of last year, a wheelchair user I would like to ensure that Brookline's residential neighborhoods, commercial hubs and green spaces are connected and accessible for all of our population. The Conservation

## 10.B.

Commission's role in open space planning presents opportunities to further that interest, and I hope to assist in the endeavor.

Sincerely,

Sam Burrington

<https://www.linkedin.com/in/samuel-burrington-035932ba/>

[Samuel.u.burrington@gmail.com](mailto:Samuel.u.burrington@gmail.com)

Cc: Marcus Quigley, Chair, Conservation Commission

## Online Form Submittal: Board/Commission Application Form

notifications@brooklinema.gov <notifications@brooklinema.gov>

Mon 12/14/2020 4:38 PM

To: Devon Fields <dfields@brooklinema.gov>; Ben Vivante <bvivante@brooklinema.gov>

### Board/Commission Application Form

Please use this form to apply for one of the [open Board/Commission positions](#). We welcome your application and will respond to you quickly.

Name	samuel burrington
Address	[REDACTED]
Home Phone	[REDACTED]
Work Phone	Field not completed.
Email	[REDACTED]
Application for specific Board/Commission?	Conservation Commission
What type of experience can you offer this Board/Commission?	I have three years of professional construction management experience assisting in design, development, budgeting, and contract negotiation. This may be helpful in cases where the Conservation Commission's responsibilities intersect with development efforts. I also have an academic background in environmental economics, which involved evaluating the economic impacts of land conservation and climatic shifts and the environmental impacts of industry, individual behavior, and public policy. I can bring strong analytical skills, both qualitative and quantitative, to issues pertinent to the Conservation Commission.
What type of issue would you like to see this Board/Commission address?	I would like to see the Conservation Commission encourage smart growth and planning in Brookline. As our town's population increases rapidly, I anticipate conflicts between development and conservation interests. We should strive to ensure that our open spaces and residential and commercial areas are well-integrated and serve everyone's needs. Specifically, I want to emphasize walkability and continuity of green spaces throughout the town.
Are you involved in any other Town activities?	No.
Do you have time constraints that would limit your ability to attend one to two meetings a month?	No.
IF RELEVANT, YOU CAN ATTACH OTHER	<a href="#">Concomm intro letter PDF.pdf</a>



MATERIALS (RESUME,  
NEWSPAPER, MAGAZINE,  
OR JOURNAL ARTICLE,  
ETC.)

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**BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM**

NAME MARIAN LAZAR

ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_

WORK PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

MEMBER OF – BOARD/COMMISSION ASSOCIATE CONSERVATION COMM

DO YOU WISH TO BE REAPPOINTED: YES ☒ NO ☐

**LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS**

I have been active with the Conservation Commission for more than 30 years, first as a commissioner and now as an associate. My interest is in Brookline's open spaces, especially the Sanctuaries. In support of this interest, I have led walks in the Sanctuaries and participated in the project creating signage for the Sanctuaries. I have regularly attended Commission meetings and contributed my knowledge of the environment. Because of my interests I feel I offer a useful perspective to the functioning of the Commission.

**FUTURE GOALS:** \_\_\_\_\_

I hope to continue in my activities on the Commission and to remain an active participant in the deliberations of the Commission.

**BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM**

NAME Werner Lohe

ADDRESS [REDACTED]

HOME PHONE# [REDACTED]

WORK PHONE# n/a

E-MAIL ADDRESS [REDACTED]

MEMBER OF – BOARD/COMMISSION ConservationCommission

DO YOU WISH TO BE REAPPOINTED: YES X NO       

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS       

As the Conservation Commission's representative to the SBCAC, and  
as its co-chair. I have focused on climate change, including  
sponsoring warrant articles for Fossil-Fuel-Free new schools and  
Fossil-Fuel-Free new construction. I have also worked as the  
ConComm's representative to the Brookline Conservation Land Trust.

FUTURE GOALS:       

My most important short- and medium-term goal is to help  
implement the recommendations of the Collins Center report,  
including restructuring the SBCAC and working to orient and  
support the new Assistant Director for Sustainability Planning.

**BOARD AND COMMISSION  
REAPPOINTMENT INTEREST  
FORM**

NAME Pamela D. Harvey

ADDRESS ██████████

HQ ██████ HQNE# ██████████

WORK PHONE# Same

E-MAIL ADDRESS ██████████

MEMBER OF – BOARD/COMMISSION Conservation Commission

DO YOU WISH TO BE REAPPOINTED: YES X NO       

LIST ACCOMPLISHMENTS IN THE LAST THREE YEARS Participated in review, site visits, and issuance of wetlands permits. Assisted with the Open Space Plan, in particular a supporting project to review the deeds of town-owned parcels to confirm Article 97 implications. Assisted with interpretation of conservation restrictions and consideration of new restrictions.

FUTURE GOALS: Review of wetlands bylaw regulations for potential revisions related to climate change.